

# ***PROJECT ASSESSMENT***

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## ***PROCEDURE***

### ***BULLETINS***

ARIZONA DEPARTMENT OF TRANSPORTATION  
INTERMODAL TRANSPORTATION DIVISION  
ROADWAY ENGINEERING GROUP  
ROADWAY PREDESIGN SECTION

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**PROCEDURE BULLETIN**

**HEADING:**     **FIELD REVIEW**

**SUBJECT:**     PROJECTS INVOLVING STATE LAND

On all projects involving the State Land Department, either projects underway or future, the new coordinator will be Malinda L. Schaefer instead of Jean Morris. All correspondence and coordination will be handled by her, this includes field reviews. Malinda can be contacted at 542-3671.

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 96-002

REVISED 02/15/01

PAGE 1 OF 1

ATTACHMENT 10 PAGES

**HEADING:** AASHTO

**SUBJECT:** DESIGN EXCEPTION APPROVAL AND DISTRIBUTION

The approval and distribution of AASHTO Design Exceptions will be as outlined below:

**APPROVAL OF DESIGN EXCEPTIONS**

Federal-Aid, Operating Partnership Agreement (**Category A**)

Approval by FHWA

All Other Projects

Without Bridge Design Exceptions

Approval by John Louis

With Bridge Design Exceptions

Concurrence by Dan Davis

and

Approval by John Louis

**DISTRIBUTION OF APPROVED DESIGN EXCEPTIONS AND AASHTO REPORT**

**Federal-Aid, Operating Partnership Agreement (Category A)**

Project Manager

Receives copy of FHWA Letter of Approval and copy of AASHTO Report

Bridge Design, Dan Davis (If bridge DE's are involved)

Receives copy of FHWA Letter of Approval

**Federal-Aid, Operating Partnership Agreement (Category B or Category P)**

Project Manager

Receives copy of Approved Memo and copy of AASHTO Report

Bridge Design, Dan Davis (If bridge DE's are involved)

Receives copy of Approved Memo

Contracts & Specifications, Barry Crockett

Receives copy of Approved Memo

Federal Highway Administration, Robert Hollis(Attn: Area Engineer)

Receives copy of Approved Memo and copy of AASHTO Report(If on NHS)

**[ NHS= SEE ATTACHED SHEETS 1-6 ]**

**All Other Projects**

Project Manager

Receives copy of Approved Memo and AASHTO Report

Bridge Design, Dan Davis (If bridge DE's are involved)

Receives copy of Approved Memo

The attached formats may be used to obtain Design Exception Approval. These documents will be prepared by the AASHTO author or Predesign Consultant Manager and routed through the Predesign Records Technician for distribution.

Distribution of approved Design Exception Requests and AASHTO Controlling Design Criteria Reports will be done by the Predesign Records Technician as reviewed by the AASHTO author or Predesign Consultant Manager. **All originals will be placed in the project file.**

For projects which do not require Design Exceptions, the original AASHTO Controlling Design Criteria Report will be placed in the project file. No other distribution will be required.

**OFFICE MEMO**

(Date)

TO: JOHN LOUIS, 611E  
Assistant State Engineer  
Roadway Engineering Group

FROM: HERMAN H. MOZART, 050P  
Manager  
Predesign Program Management Section

SUBJECT: DESIGN EXCEPTION REQUEST  
Project (FA Project Number/TRACS Project Number)  
(Project Name)  
(Highway)  
(Route Number)

[This \_\_\_\_\_ project is listed in the \_\_\_\_\_ ADOT Five-Year Transportation Facilities Construction Program for Fiscal Year \_\_\_\_\_ as Item # \_\_\_\_\_ and is scheduled for a (Month) (Year) bid advertisement date. (If the project is in the Tentative Five-Year Transportation Facilities Construction Program mention it here also).

or

This \_\_\_\_\_ project is not programmed.]

Design Exceptions are hereby requested for ( List items{Optional} ) as per attached AASHTO Controlling Design Criteria Report. An Accident Evaluation Report(TSS#\_\_\_\_\_) has been prepared for the project and is also attached.

The reasons for granting these design exceptions are as follows:

**( Provide list )**

In conclusion granting these exceptions is justified because upgrading the existing roadway to meet current standards would involve reconstruction of the roadway and would require an expenditure of funds far exceeding the original scope, intent and funding of the project.

Concur: \_\_\_\_\_

F. Daniel Davis

**[IF BRIDGE DE'S ARE INVOLVED]**

Approved: \_\_\_\_\_

John L. Louis

\_\_\_\_\_  
Date

cc (after approval):

Project Manager, (Name)	(w/attachments)	
Bridge Design, F. Daniel Davis	(w/o attachments)	<b>[IF BRIDGE DE'S ARE INVOLVED]</b>
Contracts & Specifications, Barry Crockett	(w/o attachments)	<b>[FEDERAL AID, OPERATING PARTNERSHIP AGREEMENT CATEGORY B OR CATEGORY P]</b>
Federal Highway Administration, Robert Hollis (Attn: Area Engineer)	(w/attachments)	<b>[FEDERAL AID, OPERATING PARTNERSHIP AGREEMENT CATEGORY B OR CATEGORY P AND ON THE NHS HIGHWAY SYSTEM ] [ NHS = SEE ATTACHED SHEETS 1-6 ]</b>



**Jane Dee Hull**  
*Governor*

**Mary E. Peters**  
*Director*

# Arizona Department of Transportation

## Roadway Engineering Group

1739 W. Jackson Room B01 Mail Drop 050P Phoenix, Arizona 85007  
Phone 602.712.7360 FAX 602.712.8992

**Victor M. Mendez**  
*Deputy Director*

(Date)

Robert E. Hollis  
Division Administrator  
Federal Highway Administration  
ATTN: (FHWA Area Engineer)  
234 North Central Avenue, Suite 330  
Phoenix, Arizona 85004

RE: Design Exceptions  
Project (FA Project Number/TRACS Project Number)  
(Project Name)  
(Highway)  
(Route Number)

Dear Mr. (FHWA Area Engineer):

[This \_\_\_\_\_ project is listed in the \_\_\_\_\_ ADOT Five-Year Transportation Facilities Construction Program for Fiscal Year \_\_\_\_\_ as item # \_\_\_\_\_ and is scheduled for a (Month) (Year) bid advertisement date. (If the project is in the Tentative Five-Year Transportation Facilities Construction Program mention it here also).

or

This \_\_\_\_\_ project is not programmed.]

The Preliminary AASHTO Controlling Design Criteria Report was previously submitted and preliminary approval was received on \_\_\_\_\_. Design exceptions are now requested as per the attached AASHTO Controlling Design Criteria Report. An Accident Evaluation Report(TSS # \_\_\_\_\_) has been prepared for the project and is also attached.

The reasons for granting these design exceptions are as follows:

*(Provide list)*

Page Two  
Mr. Robert E. Hollis  
(Date)

The project is a pavement preservation project. Conforming to the AASHTO Controlling Design Criteria would involve reconstruction of the existing roadway and would require an expenditure of funds far exceeding the original scope, intent and funding of this project.

Please advise if further action is required on the above matter.

Sincerely,

Herman H. Mozart, P.E.  
Roadway Predesign Manager

Attachment

cc: Project Manager, (Name) (w/attachments)  
Bridge Group, F. Daniel Davis (w/o attachments) ***[IF BRIDGE DE'S ARE INVOLVED]***

**ARIZONA DEPARTMENT OF TRANSPORTATION**  
NATIONAL HIGHWAY SYSTEM  
ROUTE LISTING

Page 1

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								Version 1.42		
<b>I S U</b>	<b>ROUT E</b>	<b>BEGMP</b>	<b>ENDMP</b>	<b>NEW FA NO</b>	<b>ON NHS?</b>	<b>FUNC CLASS CODE</b>	<b>CO</b>	<b>CURRENT OFFICIAL HWY NAME (30 CHAR MAX, *=NEW HWY NAME)</b>	<b>REMARKS AND/OR OLD HWY NAME</b>	
I	8	0.00	3.98	008-A	Y	311	YU	YUMA-CASA GRANDE HWY		
I	8	3.98	9.45	008-A	Y	101	YU	YUMA-CASA GRANDE HWY		
I	8	9.45	19.48	008-A	Y	211	YU	YUMA-CASA GRANDE HWY		
I	8	19.48	79.86	008-A	Y	101	YU	YUMA-CASA GRANDE HWY		
I	8	79.86	115.62	008-A	Y	101	MA	YUMA-CASA GRANDE HWY		
I	8	115.62	147.60	008-B	Y	101	MA	YUMA-CASA GRANDE HWY		
I	8	147.60	178.33	008-B	Y	101	PN	YUMA-CASA GRANDE HWY		
S	8B	117.79	122.83	B08-B	Y	102	MA	<b>GILA BEND BUSINESS ROUTE*</b>	GILA BEND-BUCKEYE HWY	
I	10	0.00	70.76	010-A	Y	101	LA	EHRENBERG-PHOENIX HWY		
I	10	70.76	105.46	010-A	Y	101	MA	EHRENBERG-PHOENIX HWY		
I	10	105.46	112.75	010-A	Y	211	MA	EHRENBERG-PHOENIX HWY		
I	10	112.75	132.13	010-B	Y	211	MA	EHRENBERG-PHOENIX HWY		
I	10	132.13	143.18	010-B	Y	411	MA	EHRENBERG-PHOENIX HWY		
I	10	143.18	161.68	010-C	Y	411	MA	PHOENIX-CASA GRANDE HWY		
I	10	161.68	168.68	010-C	Y	101	MA	PHOENIX-CASA GRANDE HWY		
I	10	168.68	193.89	010-C	Y	101	PN	PHOENIX-CASA GRANDE HWY		
I	10	193.89	196.91	010-C	Y	211	PN	PHOENIX-CASA GRANDE HWY		
I	10	196.61	199.08	010-C	Y	101	PN	PHOENIX-CASA GRANDE HWY		
I	10	199.08	200.12	010-D	Y	101	PN	CASA GRANDE-TUCSON HWY		
I	10	200.12	209.89	010-D	Y	211	PN	CASA GRANDE-TUCSON HWY		
I	10	209.89	251.18	010-D	Y	101	PN	CASA GRANDE-TUCSON HWY		
I	10	251.18	260.36	010-D	Y	411	PM	CASA GRANDE-TUCSON HWY		
I	10	260.36	263.83	010-E	Y	411	PM	TUCSON-BENSON HWY		
I	10	263.83	267.10	010-E	Y	101	PM	TUCSON-BENSON HWY		
I	10	267.10	268.70	010-E	Y	411	PM	TUCSON-BENSON HWY		
I	10	268.70	296.20	010-E	Y	101	PM	TUCSON-BENSON HWY		
I	10	296.20	303.87	010-E	Y	101	CH	TUCSON-BENSON HWY		
I	10	303.87	391.23	010-F	Y	101	CH	BENSON-STEINS PASS HWY		
S	10B	17.50	19.90	B10-A	Y	107	LA	QUARTZSITE BUSINESS ROUTE		
S	10B	249.11	249.75	B10-B	Y	416	PM	BENSON HWY, B-10		
I	15	0.00	29.40	015-A	Y	101	MO	MESQUITE-LITTLEFIELD-NORTH HWY		



**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 96-002

REVISED 07/08/04

PAGE 1 OF 1

ATTACHMENT 4 PAGES

**HEADING: AASHTO**

**SUBJECT: DESIGN EXCEPTION APPROVAL AND DISTRIBUTION**

The approval and distribution of AASHTO Design Exceptions will be as outlined below:

**APPROVAL OF DESIGN EXCEPTIONS**

Federal-Aid, Operating Partnership Agreement **(All Interstate Highway Projects)**  
**(Category N & X)**

Concurrence by Mary Viparina  
Approval by FHWA

**All Other Projects**

Without Bridge Design Exceptions

Approval by Mary Viparina

With Bridge Design Exceptions

Concurrence by Jean Nehme  
and

Approval by Mary Viparina

**DISTRIBUTION OF APPROVED DESIGN EXCEPTIONS AND AASHTO REPORT**

**Federal-Aid, Operating Partnership Agreement (All Interstate Highway Projects)**  
**Category N & X)**

Project Manager

Receives copy of FHWA Letter of Approval and copy of AASHTO Report

Bridge Design, Jean Nehme (If bridge DE's are involved)

Receives copy of FHWA Letter of Approval

**Federal-Aid, Operating Partnership Agreement (Category A excluding Interstate Highway Projects), Category B)**

Project Manager

Receives copy of Approved Memo and copy of AASHTO Report

Bridge Design, Jean Nehme (If bridge DE's are involved)

Receives copy of Approved Memo

Contracts & Specifications, Barry Crockett

Receives copy of Approved Memo

Federal Highway Administration, Robert Hollis(Attn: Area Engineer)

Receives copy of Approved Memo and copy of AASHTO Report(If on NHS)

**[ NHS= SEE ATTACHED SHEETES 1-6 ]**

**All Other Projects**

Project Manager

Receives copy of Approved Memo and AASHTO Report

Bridge Design, Jean Nehme (If bridge DE's are involved)

Receives copy of Approved Memo

The attached formats may be used to obtain Design Exception Approval. These documents will be prepared by the AASHTO author or Predesign Consultant Manager and routed through the Predesign Records Technician for distribution.

Distribution of approved Design Exception Requests and AASHTO Controlling Design Criteria Reports will be done by the Predesign Records Technician as reviewed by the AASHTO author or Predesign Consultant Manager. **All originals will be placed in the project file.**

For projects which do not require Design Exceptions, the original AASHTO Controlling Design Criteria Report will be placed in the project file. No other distribution will be required.



# Arizona Department of Transportation

## ROADWAY ENGINEERING GROUP

### MEMORANDUM

**To:** Mary Viparina, 611E  
Assistant State Engineer  
Roadway Engineering Group

**Date:**

**From:** \_\_\_\_\_ 050P  
Manager  
Roadway Predesign Section

**Subject:** DESIGN EXCEPTION REQUEST  
Project(FAProjectNumber/TRA  
CS Project Number)  
(Project Name)  
(Highway)  
(Route Number)

[This \_\_\_\_\_ project is listed in the \_\_\_\_\_ ADOT Five-Year Transportation Facilities Construction Program for Fiscal Year \_\_\_\_\_ as Item # \_\_\_\_\_ and is scheduled for a (Month) (Year) bid advertisement date. (If the project is in the Tentative Five-Year Highway Construction Program mention it here also).

or

This \_\_\_\_\_ project is not programmed.]

Design Exceptions are hereby requested for ( List items{Optional} ) as per attached AASHTO Controlling Design Criteria Report. An Accident Evaluation Report(TSS# \_\_\_\_\_) has been prepared for the project and is also attached.

The reasons for granting these design exceptions are as follows:

( **Provide list** )

In addition to the reasons stated above, granting these exceptions is further justified because upgrading the existing roadway to meet current standards would involve reconstruction of the roadway and would require an expenditure of funds far exceeding the original scope, intent and funding of the project.

Concur: [See Note #1  
Below]

\_\_\_\_\_  
Mary Viparina

Concur: \_\_\_\_\_  
Jean Nehme

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

[IF BRIDGE DE'S ARE INVOLVED]

#### Note #1

**Use Approved:** if the Design Exception Request does not need to be approved by FHWA  
**Use Concur:** if the Design Exception Request is to be approved FHWA

cc (after approval):

Project Manager, (Name) (w/attachments)

Bridge Design, Jean Nehme (w/o attachments)

**[IF BRIDGE DE'S ARE INVOLVED]**

Contracts & Specifications, Barry Crockett (w/o attachments)

**[FEDERAL AID,OPERATING PARTNERSHIP AGREEMENT CATEGORY B OR (CATEGORY A EXCLUDING INTERSTATE HIGHWAY PROJECTS).**

Federal Highway Administration, Robert Hollis  
(Attn: Area Engineer) (w/attachments)

**[FEDERAL AID,OPERATING PARTNERSHIP AGREEMENT CATEGORY B OR (CATEGORY A EXCLUDING INTERSTATE HIGHWAY PROJECTS) AND ON THE NHS HIGHWAY SYSTEM]  
[ NHS= SEE ATTACHED SHEETS 1-6 ]**



# Arizona Department of Transportation

## Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet  
Napolitano  
Governor

(Date)

Debra R. Brisk  
Deputy Director

Victor M.  
Mendez  
Director

Robert E. Hollis  
Division Administrator  
Federal Highway Administration  
ATTN: (FHWA Area Engineer)  
One Arizona Center, Suite 410  
400 East Van Buren St.  
Phoenix, Az. 85004 -2285

RE: Design Exceptions  
Project (FA Project Number/TRACS Project Number)  
(Project Name)  
(Highway)  
(Route Number)

Dear Mr. (FHWA Area Engineer):

[This \_\_\_\_\_ project is listed in the \_\_\_\_\_ ADOT Five-Year Highway Construction Program for Fiscal Year \_\_\_\_\_ as item # \_\_\_\_\_ and is scheduled for a (Month) (Year) bid advertisement date. (If the project is in the Tentative Five-Year Highway Construction Program mention it here also).

or

This \_\_\_\_\_ project is not programmed.]

Design exceptions are now requested per the attached AASHTO Controlling Design Criteria Report which has been concurred by the Assistant State Engineer with Roadway Engineering Group. An Accident Evaluation Report has been prepared for the project and is also attached.

Please advise if further action is required on the above matter.

Sincerely,

\_\_\_\_\_, P.E.  
Roadway Predesign Manager

Attachment:       1. AASHTO Controlling Design Criteria Report (Date)  
                      2. Accident Evaluation Report (Date)  
                      3. Design Exception Request Memorandum from the Assistant State Engineer with Roadway  
                              Engineering Group (Date)

cc:Project Manager, (Name)	(w/attachments)	
Bridge Group, Jean Nehme	(w/o attachments)	<b><i>[IF BRIDGE DE'S ARE</i></b>
<b><i>INVOLVED]</i></b>		
Roadway Engineering Group, Mary Viparina	(w/o attachments)	

**ARIZONA DEPARTMENT OF TRANSPORTATION**  
NATIONAL HIGHWAY SYSTEM  
ROUTE LISTING

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<b>I</b>	<b>S</b>	<b>ROUT</b>		<b>NEW</b>	<b>ON</b>	<b>FUNC</b>		<b>CURRENT OFFICIAL HWY NAME</b>		
<b>U</b>	<b>E</b>	<b>BEGMP</b>	<b>ENDMP</b>	<b>FA NO</b>	<b>NHS?</b>	<b>CLASS</b>	<b>CO</b>	<b>(30 CHAR MAX, *=NEW HWY NAME)</b>	<b>REMARKS AND/OR OLD HWY NAME</b>	
I	17	193.89	223.99	017-A	Y	411	MA	PHOENIX-CORDES JCT HWY		
I	17	223.99	241.50	017-A	Y	101	MA	PHOENIX-CORDES JCT HWY		
I	17	241.50	285.32	017-B	Y	101	YV	CORDES JCT-FLAGSTAFF HWY		
I	17	285.32	290.28	017-B	Y	211	YV	CORDES JCT-FLAGSTAFF HWY		
I	17	290.28	311.54	017-B	Y	101	YV	CORDES JCT-FLAGSTAFF HWY		
I	17	311.54	336.15	017-B	Y	101	CN	CORDES JCT-FLAGSTAFF HWY		
I	17	336.15	340.05	017-B	Y	311	CN	CORDES JCT-FLAGSTAFF HWY		
I	19	0.00	5.06	019-A	Y	211	SC	NOGALES-TUCSON HWY		
I	19	5.06	29.97	019-A	Y	101	SC	NOGALES-TUCSON HWY		
I	19	29.97	35.80	019-A	Y	101	PM	NOGALES-TUCSON HWY		
I	19	35.80	42.88	019-A	Y	211	PM	NOGALES-TUCSON HWY		
I	19	42.88	57.70	019-A	Y	101	PM	NOGALES-TUCSON HWY		
I	19	57.70	63.09	019-A	Y	411	PM	NOGALES-TUCSON HWY		
S	19B	0.00	5.02	B19-A	Y	214	SC	NOGALES BUSINESS ROUTE		
S	19B	5.02	5.88	B19-A	Y	102	SC	NOGALES BUSINESS ROUTE		
I	40	0.00	47.62	040-A	Y	101	MO	TOPOCK-KINGMAN HWY		
I	40	47.62	53.08	040-A	Y	211	MO	TOPOCK-KINGMAN HWY		
I	40	53.08	55.76	040-B	Y	211	MO	KINGMAN-ASH FORK HWY		
I	40	55.76	93.53	040-B	Y	101	MO	KINGMAN-ASH FORK HWY		
I	40	93.53	146.25	040-B	Y	101	YV	KINGMAN-ASH FORK HWY		
I	40	146.25	192.56	040-C	Y	101	CN	ASH FORK-FLAGSTAFF HWY		
I	40	192.56	195.42	040-C	Y	311	CN	ASH FORK-FLAGSTAFF HWY		
I	40	195.42	205.49	040-D	Y	311	CN	FLAGSTAFF-HOLBROOK HWY		
I	40	205.49	250.62	040-D	Y	101	CN	FLAGSTAFF-HOLBROOK HWY		
I	40	250.62	256.46	040-D	Y	211	NA	FLAGSTAFF-HOLBROOK HWY		
I	40	256.46	292.82	040-D	Y	101	NA	FLAGSTAFF-HOLBROOK HWY		
I	40	292.82	307.20	040-E	Y	101	NA	HOLBROOK-LUPTON HWY		
I	40	307.20	359.63	040-E	Y	101	AP	HOLBROOK-LUPTON HWY		
S	40B	52.61	56.67	B40-A	Y	214	MO	<b>KINGMAN BUSINESS ROUTE*</b>	HOOVER DAM-KINGMAN HWY	
S	40B	191.44	193.21	B40-D	Y	314	CN	<b>FLAGSTAFF BUSINESS ROUTE*</b>	I 40-FLAGSTAFF HWY	
S	40B	193.21	200.95	B40-D	Y	316	CN	<b>FLAGSTAFF BUSINESS ROUTE*</b>	FLAGSTAFF-CAMERON HWY	

**ARIZONA DEPARTMENT OF TRANSPORTATION**  
NATIONAL HIGHWAY SYSTEM  
ROUTE LISTING

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<b>I S U</b>	<b>ROUT E</b>	<b>BEGMP</b>	<b>ENDMP</b>	<b>NEW FA NO</b>	<b>ON NHS?</b>	<b>FUNC CLASS CODE</b>	<b>CO</b>	<b>CURRENT OFFICIAL HWY NAME (30 CHAR MAX, *=NEW HWY NAME)</b>	<b>REMARKS AND/OR OLD HWY NAME</b>	
S	40B	286.66	287.41	B40-G	Y	102	NA	HOLBROOK BUSINESS ROUTE		
S	40B	287.41	287.57	B40-G	Y	107	NA	HOLBROOK BUSINESS ROUTE		
S	51	0.00	15.00	051-A	Y	412	MA	STATE ROUTE 51*	SQUAW PEAK FREEWAY	
U	60	110.33	138.92	060-B	Y	102	MA	WICKENBURG-PHOENIX HWY		
U	60	138.92	160.41	060-B	Y	414	MA	WICKENBURG-PHOENIX HWY		
U	60	172.00	191.40	060-C	Y	412	MA	SUPERSTITION FREEWAY		
U	60	339.71	342.20	060-E	Y	214	NA	GLOBE-SHOW LOW HWY		
U	60	342.20	344.42	060-F	Y	214	NA	SHOW LOW-SPRINGERVILLE-EAST HW		
U	60	344.42	352.19	060-F	Y	102	NA	SHOW LOW-SPRINGERVILLE-EAST HW		
U	60	352.19	401.97	060-F	Y	102	AP	SHOW LOW-SPRINGERVILLE-EAST HW		
U	60X	160.41	163.23	X60-A	Y	414	MA	GRAND AVE, THOMAS-MCDOWELL*	PHOENIX-GLOBE HWY	
S	64	185.51	241.70	064-A	Y	102	CN	WILLIAMS-GRAND CYN-CAMERON HWY		
S	69	262.85	285.31	069-A	Y	102	YV	CORDES JCT-PRESCOTT HWY		
S	69	285.31	289.70	069-A	Y	214	YV	CORDES JCT-PRESCOTT HWY		
S	69	289.70	290.05	069-A	Y	102	YV	CORDES JCT-PRESCOTT HWY		
S	69	290.05	296.34	069-A	Y	214	YV	CORDES JCT-PRESCOTT HWY		
S	69Y	295.97	296.25	Y69-A	Y	214	YV	SR 69 WYE LEG*		
S	77	68.10	73.84	077-A	Y	414	PM	TUCSON-ORACLE JCT-GLOBE HWY		
S	77	87.82	134.62	077-A	Y	106	PN	TUCSON-ORACLE JCT-GLOBE HWY		
S	77	134.62	134.72	077-A	Y	106	GI	TUCSON-ORACLE JCT-GLOBE HWY		
S	77	342.20	343.27	077-B	Y	214	NA	SHOW LOW-HOLBROOK HWY		
S	77	343.27	388.67	077-B	Y	102	NA	SHOW LOW-HOLBROOK HWY		
S	80	332.85	339.30	080-A	Y	102	CH	BENSON-DOUGLAS HWY		
S	80	339.30	344.45	080-A	Y	214	CH	BENSON-DOUGLAS HWY		
S	80	344.45	364.66	080-A	Y	102	CH	BENSON-DOUGLAS HWY		
S	80	364.66	366.24	080-A	Y	214	CH	BENSON-DOUGLAS HWY		
S	85	120.32	148.43	085-B	Y	102	MA	GILA BEND-BUCKEYE HWY		
S	85	148.43	154.48	085-B	Y	214	MA	GILA BEND-BUCKEYE HWY		
S	86	170.11	172.39	086-A	Y	414	PM	WHY-TUCSON HWY		
S	87	159.82	164.67	087-A	Y	102	MA	PICACHO-COOLDG-CHNDLR-MESA HWY*	JCT I 10-MESA HWY	
S	87	164.67	171.72	087-A	Y	414	MA	PICACHO-COOLDG-CHNDLR-MESA HWY*	JCT I 10-MESA HWY	



**ARIZONA DEPARTMENT OF TRANSPORTATION**  
NATIONAL HIGHWAY SYSTEM  
ROUTE LISTING

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								Version 1.42		
<b>I</b>	<b>S</b>	<b>ROUT</b>		<b>NEW</b>	<b>ON</b>	<b>FUNC</b>		<b>CURRENT OFFICIAL HWY NAME</b>		
<b>U</b>	<b>E</b>	<b>BEGMP</b>	<b>ENDMP</b>	<b>FA NO</b>	<b>NHS?</b>	<b>CLASS</b>	<b>CO</b>	<b>(30 CHAR MAX, *=NEW HWY NAME)</b>	<b>REMARKS AND/OR OLD HWY NAME</b>	
S	87	171.72	172.22	087-A	Y	414	MA	PICACHO-COOLDG-CHNDLR-MESA HWY*	NOT ADOT-OWNED, JCT I 10-MESA HW	
S	87	172.22	174.23	087-B	Y	414	MA	MESA-PAYSON HWY*	NOT ADOT-OWNED, JCT I 10-MESA HW	
S	87	174.23	176.74	087-B	Y	414	MA	MESA-PAYSON HWY	NOT ADOT-OWNED	
S	87	176.74	177.79	087-B	Y	414	MA	MESA-PAYSON HWY		
S	87	177.79	225.04	087-B	Y	102	MA	MESA-PAYSON HWY		
S	87	225.04	250.75	087-B	Y	102	GI	MESA-PAYSON HWY		
S	87	250.75	252.58	087-B	Y	214	GI	MESA-PAYSON HWY		
U	89	418.37	420.04	089-C	Y	314	CN	FLAGSTAFF-CAMERON HWY		
U	89	420.04	465.21	089-C	Y	102	CN	FLAGSTAFF-CAMERON HWY		
U	89	465.21	524.03	089-D	Y	102	CN	CAMERON-BITTER SPRINGS HWY		
U	89	524.03	544.60	089-E	Y	102	CN	BITTER SPRINGS-UTAH ST LN HWY		
U	89	544.60	549.00	089-E	Y	214	CN	BITTER SPRINGS-UTAH ST LN HWY		
U	89	549.00	556.99	089-E	Y	102	CN	BITTER SPRINGS-UTAH ST LN HWY		
S	89A	401.67	403.18	A89-B	Y	314	CN	S MILTON RD, FLAGSTAFF*	FLAGSTAFF-VALLE HWY	
S	90	289.59	311.83	090-A	Y	102	CH	WHETSTONE TI-JCT SR 80 HWY		
S	90	311.83	324.52	090-A	Y	214	CH	WHETSTONE TI-JCT SR 80 HWY		
S	90	324.52	336.40	090-A	Y	102	CH	WHETSTONE TI-JCT SR 80 HWY		
S	90S1	317.18	317.30	S90-A	Y	214	CH	SPUR TO SOUTH*	WHETSTONE TI-JCT SR 80 HWY	
S	90S2	317.18	317.49	S90-B	Y	214	CH	SPUR TO EAST GATE, FT HUACHUCA*	WHETSTONE TI-JCT SR 80 HWY	
U	93	0.00	69.12	093-A	Y	102	MO	HOOVER DAM-KINGMAN HWY		
U	93	69.12	71.04	093-A	Y	214	MO	HOOVER DAM-KINGMAN HWY		
U	93	91.20	148.60	093-B	Y	102	MO	KINGMAN-WICKENBURG HWY		
U	93	148.60	193.73	093-B	Y	102	YV	KINGMAN-WICKENBURG HWY		
U	93	193.73	196.60	093-B	Y	102	YV	KINGMAN-WICKENBURG HWY		
U	93	196.60	199.69	093-B	Y	102	MA	KINGMAN-WICKENBURG HWY		
U	95	0.00	11.46	095-A	Y	102	YU	SAN LUIS-YUMA-QUARTZSITE HWY		
U	95	11.46	12.84	095-A	Y	214	YU	SAN LUIS-YUMA-QUARTZSITE HWY		
U	95	12.84	19.88	095-A	Y	102	YU	SAN LUIS-YUMA-QUARTZSITE HWY		
U	95	19.88	24.33	095-A	Y	314	YU	SAN LUIS-YUMA-QUARTZSITE HWY		
U	95	24.33	25.96	095-B	Y	314	YU	SAN LUIS-YUMA-QUARTZSITE HWY		
U	95	25.96	59.79	095-B	Y	102	YU	SAN LUIS-YUMA-QUARTZSITE HWY		

**ARIZONA DEPARTMENT OF TRANSPORTATION**  
NATIONAL HIGHWAY SYSTEM  
ROUTE LISTING

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<b>I S U</b>	<b>ROUT E</b>	<b>BEGMP</b>	<b>ENDMP</b>	<b>NEW FA NO</b>	<b>ON NHS?</b>	<b>FUNC CLASS CODE</b>	<b>CO</b>	<b>CURRENT OFFICIAL HWY NAME (30 CHAR MAX, *=NEW HWY NAME)</b>	<b>REMARKS AND/OR OLD HWY NAME</b>	
U	95	59.79	71.76	095-B	Y	102	LA	SAN LUIS-YUMA-QUARTZSITE HWY		
U	95	71.76	90.49	095-B	Y	102	YU	SAN LUIS-YUMA-QUARTZSITE HWY		
U	95	90.49	104.51	095-B	Y	102	LA	SAN LUIS-YUMA-QUARTZSITE HWY		
S	95	109.10	161.73	095-C	Y	102	LA	QUARTZSITE-PARKER-TOPOCK HWY		
S	95	161.73	176.93	095-C	Y	102	MO	QUARTZSITE-PARKER-TOPOCK HWY		
S	95	176.93	190.63	095-C	Y	214	MO	QUARTZSITE-PARKER-TOPOCK HWY		
S	95	190.63	202.01	095-C	Y	102	MO	QUARTZSITE-PARKER-TOPOCK HWY		
S	101L	0.00	23.39	101-A	Y	412	MA	AGUA FRIA FREEWAY		
S	101L	23.39	51.35	101-B	Y	412	MA	PIMA FREEWAY		
S	101L	51.35	62.00	101-C	Y	412	MA	PRICE FREEWAY		
S	143	0.00	3.81	143-A	Y	412	MA	HOHOKAM EXPRESSWAY		
S	153	0.00	3.50	153-A	Y	412	MA	SKY HARBOR ACCESS ROAD		
U	160	311.46	319.70	160-A	Y	102	CN	TUBA CITY-FOUR CORNERS HWY		
U	160	319.70	323.20	160-A	Y	214	CN	TUBA CITY-FOUR CORNERS HWY		
U	160	323.20	358.00	160-A	Y	102	CN	TUBA CITY-FOUR CORNERS HWY		
U	160	358.00	393.57	160-A	Y	102	NA	TUBA CITY-FOUR CORNERS HWY		
U	160	393.57	408.35	160-B	Y	102	NA	TUBA CITY-FOUR CORNERS HWY		
U	160	408.35	470.83	160-B	Y	102	AP	TUBA CITY-FOUR CORNERS HWY		
S	189	0.00	3.75	189-A	Y	214	SC	NOGALES PRIMARY CONNECTION		
U	191	0.00	1.38	191-A	N	216	CH	DOUGLAS-WILLCOX HWY		
U	191	1.38	66.84	191-A	N	107	CH	DOUGLAS-WILLCOX HWY		
U	191	87.48	92.45	191-B	N	106	CH	BOWIE JCT-SAFFORD HWY		
S	202L	0.00	9.40	202-A	Y	412	MA	RED MOUNTAIN FREEWAY		
S	202L	9.40	30.65	202-B	Y	412	MA	RED MOUNTAIN FREEWAY		
S	202L	30.65	55.43	202-C	Y	412	MA	SANTAN FREEWAY		
S	202L	55.43	77.00	202-D	Y	412	MA	SOUTH MOUNTAIN CORRIDOR		
S	202S	4.30	5.68	202-S	Y	416	MA	<b>SKY HARBOR BOULEVARD*</b>	RED MOUNTAIN FREEWAY	
S	210	0.00	5.28	210-A	Y	412	PM	AVIATION CORRIDOR HWY		
S	260	251.95	254.92	260-B	Y	214	GI	PAYSON-SHOW LOW HWY		
S	260	254.92	281.47	260-B	Y	102	GI	PAYSON-SHOW LOW HWY		
S	260	281.47	291.32	260-B	Y	102	CN	PAYSON-SHOW LOW HWY		

**ARIZONA DEPARTMENT OF TRANSPORTATION**  
**NATIONAL HIGHWAY SYSTEM**  
**ROUTE LISTING**

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<b>I</b>						<b>FUNC</b>				
<b>S</b>	<b>ROUT</b>			<b>NEW</b>	<b>ON</b>	<b>CLASS</b>		<b>CURRENT OFFICIAL HWY NAME</b>		
<b>U</b>	<b>E</b>	<b>BEGMP</b>	<b>ENDMP</b>	<b>FA NO</b>	<b>NHS?</b>	<b>CODE</b>	<b>CO</b>	<b>(30 CHAR MAX, *=NEW HWY NAME)</b>	<b>REMARKS AND/OR OLD HWY NAME</b>	
S	260	291.32	337.02	260-B	Y	102	NA	PAYSON-SHOW LOW HWY		
S	260	337.02	340.07	260-B	Y	214	NA	PAYSON-SHOW LOW HWY		
S	280	0.00	1.33	280-A	Y	314	YU	AVENUE 3E HWY		
S	303L	5.16	12.19	303-A	Y	412	MA	ESTRELLA PARKWAY		
S	303L	12.19	19.28	303-A	Y	102	MA	ESTRELLA PARKWAY		
S	587	218.64	218.74	587-A	Y	102	MA	JCT I 10-MESA HWY		
S	587	218.74	225.14	587-A	Y	102	PM	JCT I 10-MESA HWY		

***PROJECT ASSESSMENT***  
***PROCEDURE BULLETIN***

BULLETIN 96-003

REVISED 02/15/02

PAGE 1 OF 1

ATTACHMENT 1 PAGE

**HEADING:** PROJECT ASSESSMENT - TEXT

**SUBJECT:** MAJOR AND MINOR STRUCTURES

Included in the Background Data Section of a Project Assessment is a standard statement about the minor structures on the project.

The question has been raised on projects where no minor structures are required to be extended, replaced or modified, "What is the added value of spending hours going through as-built plans to count the number of minor structures, etc. just to satisfy the required statement in the P.A.?"

This is a valid concern and we are now revising the former standard language as shown on the revised attached P.A. example guide. This is with the concurrence of the Design Sections.

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 96-003

REVISED 07/08/2004

PAGE 1 OF 1

ATTACHMENT 1 PAGE

**HEADING:** PROJECT ASSESSMENT - TEXT

**SUBJECT:** MAJOR AND MINOR STRUCTURES

Included in the Background Data Section of a Project Assessment is a standard statement about major and minor structures on the project.

The question has been raised on projects where no minor structures are required to be extended, replaced or modified, "What is the added value of spending hours going through as-built plans to count the number of minor structures, etc. just to satisfy the required statement in the P.A.?"

This is a valid concern and we are now revising the former standard language as shown on the revised attached P.A. example guide. Note the bullet in footnote four.

## EXAMPLE\*EXAMPLE\*

### B. BACKGROUND DATA

The ADOT Bridge Record shows 48 major structures<sup>1</sup> within the project limits. The bridge<sup>2</sup> locations are listed below:

<u>STR NO</u>	<u>MP</u>	<u>STRUCTURE NAME</u>	<u>SIZE</u>	<u>VERTICAL CLEARANCE</u> <sup>3</sup>
#1413	59.15	CAP Canal BR EB	42'x107'	-
#1414	59.16	CAP Canal BR WB	42'x107'	-
#1282	59.47	Sore Finger Rd UP GS	26'x330'	EB 17'-5" WB 16'-10"
#1283	69.66	Ave 75 E TI UP	26'x331'	EB16'-7" WB 16'-4"
#1285	70.11	Broken Wash RBC	3-10'x10'x45'-6"	-

There are 64 minor drainage structures (spans less than 20 feet) within the project limits. These include 11 CBC's and 53 CMP's.<sup>4</sup>

<sup>1</sup> FYI –For a structure to be defined as a major structure, it must have a span of 20 feet or greater. The span length is measured parallel to the center of the road. Remember the 20-foot span can be the summation of multiple spans (ex: 2-10'x10' CBC, 45'x10' CBC, 460" CMP and 28'x6' CBC on a 45° skew are all examples of major structures). A major structure is listed in the Bridge Record and has a structure number.

<sup>2</sup> FYI – Bridges listed here have spans twenty feet or greater and must meet at least one of the following criteria:  
-The structure deck must directly carry traffic;  
-There must be some type of bridge barrier (concrete barrier, bridge rail, guardrail, etc.).

CBC's covered by the roadway embankment are not part of this list.

<sup>3</sup> FYI – Always compare the date on the bridge maintenance record to the date on the as-built plans to be sure the roadway was not overlaid after the most recent bridge inspection. The vertical clearance listed here is the latest recorded minimum vertical clearance (note-not the posted vertical clearance).

<sup>4</sup> FYI – This paragraph may be omitted if no minor structures are required to be extended, replaced or modified. However, don't forget the following:

- The disposition of minor structures should be discussed during the Field Review with District Maintenance & District Construction. District Maintenance should identify any minor structures (pipes, etc.) that are a maintenance problem or which need to be replaced because of corrosion. The Project Team should also discuss if any pipes need to be extended to provide the recommended clear zone for safety considerations. If District Maintenance or District Construction do not attend the Field Review, contact should be made immediately after the field review. The intent is to document the minor structures in the Field Review meeting minutes which are distributed to the Project Team.

**\*EXAMPLE\*EXAMPLE\***

**B. BACKGROUND DATA**

There are 48 major structures<sup>1</sup> listed in the ADOT Bridge Record within the project limits. The list includes four bridges, 42 CBC's and two CMP installations.

The bridge<sup>2</sup> locations are listed below:

<u>STR NO</u>	<u>MP</u>	<u>STRUCTURE NAME</u>	<u>SIZE</u>	<u>VERTICAL CLEARANCE</u> <sup>3</sup>
#1413	59.15	CAP Canal BR EB	42'x107'	
#1414	59.16	CAP Canal BR WB	42'x107'	
#1282	59.47	Sore Finger Rd UP GS	26'x330'	EB 17'5" WB 16'10"
#1283	69.66	Ave 75 E TI UP	26'x331'	EB 16'7" WB 16'4"

There are 64 minor drainage structures (spans less than 20 feet) within the project limits. These include 11 CBC's and 53 CMP's.<sup>4</sup>

<sup>1</sup> FYI - Keep in mind that for a structure to be categorized as a major structure, it must have a span of 20 feet or greater. The span length is measured parallel to the center of the road. Remember the 20-foot span can be the summation of multiple spans (Ex: 2-10'x10' CBC, 4-5'x10' CBC, 4-60" CMP and 2- 8'x6' CBC on a 45° skew are all examples of major structures). Also note that a major structure is listed in the bridge log and has a structure number.

<sup>2</sup> FYI - For bridges listed here, the bridge decks may directly carry traffic, almost always have some type of bridge barrier (concrete barrier, bridge rail, guardrail, etc.), and spans far beyond twenty feet. CBC's that carry traffic directly on the deck and/or have a bridge barrier are listed here. CBC's covered by the roadway embankment are not part of this list.

<sup>3</sup> FYI - Always compare the date on the bridge maintenance record to the date on the as-built plans to be sure the roadway was not overlaid after the bridge inspection.

<sup>4</sup> FYI - This paragraph is not needed if no minor structures are required to be extended, replaced or modified. However, don't forget the following:

- The disposition of minor structures should be discussed during the field review with District Maintenance & District Construction. District Maintenance should identify any minor structures (pipes, etc.) that are a maintenance problem or which need to be replaced because of corrosion. The project team should also discuss if any pipes need to be extended to provide the recommended clear zone for safety considerations. If District Maintenance or District Construction do not attend the field review, contact should be made immediately after the field review. The intent is to document the disposition of minor structures in the field review meeting minutes which are distributed to the project team.

**PROCEDURE BULLETIN****PAGE 1 OF 1**

**HEADING:** PROJECT ASSESSMENT - ESTIMATE

**SUBJECT:** EROSION CONTROL

Roadside Development has advised the 0.5% which has been typically utilized for Erosion Control in a Project Assessment Cost Estimate is not adequate and they have requested to increase this percentage to 1.0%

Therefore, all projects should utilize 1% for Erosion Control in the Itemized Cost Estimate of a Project Assessment.



**PROCEDURE BULLETIN**

**HEADING:** PROJECT ASSESSMENT - ESTIMATE

**SUBJECT:** SAFETY AND MISCELLANEOUS ITEMS

On the cost estimate for pavement preservation projects, please rename the "SAFETY" items sheet to "SAFETY AND MISCELLANEOUS" items.

Any item that is not related to strictly pavement will go under this designation.

**PROCEDURE BULLETIN**

**HEADING: PROJECT ASSESSMENT - GENERAL**

**SUBJECT: LOOP DETECTORS**

**GENERAL:**

Typically traffic counter loops are disturbed when milling existing asphaltic pavements.

The question is sometimes raised: "When a pavement preservation project is proposed to overlay an existing asphalt pavement where there are existing traffic counter loop detectors, how thick of an overlay can be placed before the loop detectors will not function?" The loops are normally placed two to three inches below the pavement surface. The magnetic field created by the loops will function adequately until the pavement above the loops exceeds eight inches. When considering a new overlay, it is essential to determine how much pavement has been added to the original pavement when the loop detectors were originally installed.

When preparing a Project Assessment the location of loop detectors and the traffic data (Average Daily Traffic, and K, D, &T factors) are obtained by sending a written request or e-mail to Joe Flaherty / TPD Data Section / 070 R. This request should be sent to Joe as soon as the project is assigned to provide as much lead time as possible. The request should include a request for the location / status of any TCS, ATR or WIM sites. This information will be sent back while also identifying any special types of loop detectors, sensors or proposed new loop detector systems.

The different types of loops detectors encountered on a typical project include:

TCS	Traffic Counter Loops
WIM	Weigh in Motion Systems
	Speed Counter Loops (No longer in use)
ATR	Automatic Traffic Recorder

**TRAFFIC COUNTER LOOPS:**

These are typically used to obtain short duration traffic counts such as 48 hour counts, etc. Two types of signs are used to identify Traffic Counter Stations (TCS). A black on white TCS sign indicates the location of functional traffic counter loops. A white on green TCS sign indicates the location of an existing Traffic Counting Station (no loops are located within the roadway pavement) or the location of loops in the roadway pavement which are not functional. This sign may also indicate locations where future loops should be placed in the pavement.

The Traffic Planning Division, Data Section will identify new loop placements when responding to the traffic data request.

**Two lane roadway**

1 loop per lane  
Total 2 loops, one pull box  
Estimated cost \$1500

**Interstate Highway (Typical Section of two lanes in each direction)**

1 loop per lane, 1 pull box per direction  
Total 4 loops, 2 pull boxes  
Estimated cost \$3000

When loops need to be replaced, Roadway Design takes care of the design by placing quantities and notes in the construction plans. There are no single sheets in the construction plans with Electrical Design's stamp. Therefore, the P.A. Involvement Sheet would show no Electrical Design involvement.

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**PROCEDURE BULLETIN****PAGE 2 OF 2****WEIGH IN MOTION SYSTEMS:**

These are typically located at existing port of entry (POE) sites or can be used in the roadway in lieu of a permanent POE (ramps, parking area, buildings, etc).

If there is involvement with these types of loops, Joseph Otto with the TPD Data Section will make a special note identifying their impact when sending back the list of involved loops from his office. These are special in the way they are built and operated. Coordination of the project impact and how they will be treated must be coordinated with the TPD Data Section during scoping. Electrical Design should be shown as having significant involvement on the P.A. Involvement Sheet.

**AUTOMATIC TRAFFIC RECORDERS (ATR)**

These are typically continuous traffic recorder stations, which monitor traffic 24 hours per day and have active computer polling with telemetry. These locations are identified by white on blue signs. In addition to loops and a pull box a traffic signal cabinet with associated equipment will be located along side the roadway. A new ATR site can cost \$50,000. They can function as a WIM system when piezo strips are utilized. Coordination of the project impact must be coordinated with the TPD Data Section during scoping.

**SPEED COUNTER LOOPS:**

These are no longer in service. Their function is now part of a typical ATR site.

**SIGNAL LOOP DETECTORS:**

Electrical Design typically has significant involvement on projects when there are traffic signal loop detectors, which are impacted by a proposed project. Coordinate the number of loops and associated costs with your representative from the Traffic Design Section.

**INVOLVEMENT SHEET**

The Involvement Sheet should have a row for the Transportation Planning Division Data Section in order to identify if they have any anticipated involvement with the scope of the project.

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**PROCEDURE BULLETIN****PAGE 1 OF 1****HEADING: OFFICE PROCEDURES****SUBJECT: VEHICLE STORAGE GATE LOCK**

In order to provide the best security for the Predesign van and for Location Section vehicles that we can, it would be appreciated if the following steps would be taken.

- The gate should remain locked at all times even when refueling at the ADOT motor pool. Please lock the gate behind you.
- When you are finished locking the gate please spin the tumblers so that the numbers showing do not have the combination to the lock.

***PROJECT ASSESSMENT***  
***PROCEDURE BULLETIN***

BULLETIN 96-008

REVISED 02/12/96

PAGE 1 OF 1

**HEADING:**      **FIELD REVIEW**

**SUBJECT:**      **ROADSIDE DEVELOPMENT**

Please include Roger Dybas of Roadside Development Services as a standard invitee to attend the field reviews. He will likely attend on a very limited basis. His area of concern is the Erosion Control / NPDES Involvement discussed in the P.A. and corresponding data shown on the involvement sheet for Roadside Development.

**HEADING:** PROJECT ASSESSMENT - TEXT

**SUBJECT:** ENVIRONMENTAL PLANNING

Craig Seppelfrick of Environmental Planning Section has requested that the following statement be included in the Project Assessment (Section D - Development Considerations) unless otherwise directed by Environmental Planning Section:

"Environmental Planning Section will determine if there are any special environmental or archaeological concerns and prepare the required documentation."

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 96-010

REVISED 02/12/96

PAGE 1 OF 1

**HEADING: GENERAL**

**SUBJECT: PAVEMENT PRESERVATION FUNDS**

Pavement preservation projects showing cost reductions of \$200,000 or more (below the programmed amount) will be processed through the PRB and PPC and the cost reduction amount will be used to replenish the Pavement Preservation Contingency Fund accounting balance.

The following process should be followed when preparing a Project Assessment for pavement preservation projects:

**Initial Project Assessment**

The itemized estimate and possible return of the excess funds should be discussed with the Project Manager and the reviewer from Materials Pavement Design Services prior to sending out the Initial P.A. This will assure good communication throughout the development of the P.A. If after this discussion, excess funds are still identified, then In Section G of the P.A. state that "Action may be required by the Project Review Board and the Priority Planning Committee to return the extra funds not used by this project to the pavement preservation contingency fund".

**Summary of Comments**

An action needs to be determined after comments are received on the Initial Project Assessment. The itemized estimate for the Final Project Assessment should be completed and reviewed to see if the numbers indicate there are still excess funds greater than \$ 200,000 which could be returned to the Pavement Preservation Contingency Fund. If this is the case then a consensus meeting needs to be held with the P.A. author, the Project Manager, the Predesign supervisor and the reviewer from Materials Pavement Design Services. This team will determine the final resolution of the excess funds, i.e. revisions to the estimate, amount of funds to be returned, etc. Based upon the resolution of the excess funds, appropriate language will be included in Section D or Section G of the Final Project Assessment. The Summary of Comments should not be distributed until after the consensus meeting in order to inform all team members of the final disposition of the excess funds.

**Final Project Assessment**

If required based upon the above referenced consensus meeting, include the appropriate language regarding excess funds in the P.A.

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 96-011

02/29/96

PAGE 1 OF 1

**HEADING: SUMMARY OF COMMENTS**

**SUBJECT: CONSTRUCTION ENGINEERING AND CONTINGENCIES (%)**

If a question arises concerning the percentages used for Construction Engineering and Contingencies in the itemized estimate, this sample response may be referenced.

Comment:

1. (In the Itemized Estimate, concerning the 20% Construction Engineering & Contingencies for Pavement Preservation Items and the 30% Construction Engineering & Contingencies for Safety Items) Recently, Districts and the State Engineer have informed Contracts & Specifications to increase the 15% Engineering & Contingencies for Bid Estimates to 20%, citing increased average cost for Project Administration. Your estimate should likewise reflect this change or it will directly affect our budget during design.

**Action:**

Per discussion with David Allocco, Contracts and Specifications Services currently adds 15% for construction engineering and contingencies to final construction cost estimates. Additionally, Roadway Predesign Section discussed this concern with Pavement Design Section and there is no indication that the methods used to prepare Predesign cost estimates for pavement preservation projects are inaccurate. At this time, the percentages used in the Project Assessment for Construction Engineering & Contingencies appear adequate. The percentages will continue to be reevaluated, on a yearly basis, by Materials Group.



**HEADING:** PROJECT ASSESSMENT - TEXT

**SUBJECT:** CURRENT AND PROJECTED TRAFFIC

Traffic data for the "current" year and a projected year is typically presented in Section B - BACKGROUND DATA of the Project Assessment as shown in the following example:

The assigned average daily traffic (ADT) for 1998 is 3,700 vehicles per day (vpd). The projected ADT for 2008 is 4,800 vpd. Traffic factors are: K=8%, D=54%, T=5%.

To determine the "current" and projected years, use the following guide which is adapted from Section 102 of the Roadside Design Guidelines:

#### PAVEMENT PRESERVATION PROJECTS

Programmed Projects (Tentative, Final, or Supplemental Program)

- Use the programmed year as the "current" year.
- Use the "current" year plus ten years as the projected year.

Unprogrammed Projects

- Use the year shown in the problem statement as the "current" year.
- If no year is shown in the problem statement, use the third year of the next ADOT 5 Year Program as the "current" year. (Example: Development of the P.A. is during FY 95-96. Then, the "current" year will be 1996 + 3 years = 1999.)
- Use the "current" year plus ten years as the projected year.

#### NEW CONSTRUCTION / RECONSTRUCTION (INCLUDING "MINOR" PROJECTS AND "SAFETY" PROJECTS)

Programmed Projects (Tentative, Final, or Supplemental Program)

- Use the programmed year as the "current" year.
- Use the "current" year plus twenty years as the projected year.

Unprogrammed Projects

- Use the year shown in the problem statement as the "current" year.
- If no year is shown in the problem statement, use the year in which the Project Assessment is written as the "current" year.
- Use the "current" year plus twenty years as the projected year.

# **PROJECT ASSESSMENT**

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## **PROCEDURE BULLETIN**

BULLETIN 96-013

REVISED 06/10/96

PAGE 1 OF 1

**HEADING: GENERAL**

**SUBJECT: AGENCIES WITH LAND ADJACENT TO ADOT PROJECTS**

It is important to inform outside agencies which may have land ownership or jurisdiction adjacent to the project right-of-way as to what the Department is proposing for future projects and provide an opportunity for comment. (An outside agency may be proposing changes, etc. which could impact our scoping process and documents). Outside agencies include governmental or public bodies, not individual private parties or landowners.

One of the two following actions should be taken based upon the associated criteria listed below:

**1. An agency representative should be invited to the Project Field Review and receive a copy of the Initial and Final Project Assessment if:**

- ADOT right-of-way for the project is an easement (Forest Service or Indian Reservation).
- The project is within the "City Limits."
- ADOT owns the right-of-way and the project will reflect a major change in the roadway facility.
- An outside agency is the requester of the project.
- The project is within the limits of a larger study which directly affects the outside agency.

**1. An agency representative should receive only a copy of the Initial and Final Project Assessment if:**

- ADOT owns the existing right-of-way and there is no major change to the roadway facility. The project is basically a maintenance type of project.
- The project requires lane shutdowns or detours. In this instance, the Project Assessment should be transmitted to the appropriate representative for the County. This especially applies to temporary ramp closures on pavement preservation projects.

Research for ownership of public lands should be limited to the information available in Roadway Predesign (County & Forest maps etc.) and the available right-of-way plans. Requests should not be made to Right of Way Titles Section to identify adjacent public land ownership. This would create additional work for that Section which would impact an already limited staff. Requests to Right of Way Titles should be limited to projects where additional right-of-way is required or where there are special project issues/concerns.

It is the responsibility of the Project Assessment author or consultant liaison to make sure the distribution list for the project is complete and accurate.

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 96-014

REVISED 02/22/02

PAGE 1 OF 1

**HEADING:** PROJECT ASSESSMENT - TEXT

**SUBJECT:** SWPPP & NPDES

**This Bulletin applies only to projects going to construction prior to March 10, 2003.** See Project Assessment Procedure Bulletin # 02-002 for projects going to construction on or after March 10, 2003. When referring to the National Pollutant Discharge Elimination System (NPDES) Permit and/or the Storm Water Pollution Prevention Plan (SWPPP) the following language should be included in the Project Assessment (Section D - DEVELOPMENT CONSIDERATIONS) as appropriate:

**STATE FUNDED PROJECTS:**

**LESS THAN FIVE ACRES OF LAND IS DISTURBED:**

Because less than five acres of land will be disturbed, a NPDES (National Pollutant Discharge Elimination System) Permit will not be required; however, this project will be reviewed, during design, by the Roadside Development Section to determine if a Storm Water Pollution Prevention Plan(SWPPP) is required.

**GREATER THAN OR EQUAL TO FIVE ACRES OF LAND IS DISTURBED:**

Because more than five acres of land will be disturbed, a NPDES (National Pollutant Discharge Elimination System) Permit will be required and a Storm Water Pollution Prevention Plan (SWPPP) will be required.

**FEDERALLY FUNDED PROJECTS:**

**LESS THAN FIVE ACRES OF LAND IS DISTURBED:**

Because less than five acres of land will be disturbed, a NPDES (National Pollutant Discharge Elimination System) Permit will not be required; however, in accordance with Federal Regulation 23 CFR Part 650, Subpart B, construction projects that are federally funded shall provide design features to reduce erosion and minimize sedimentation during and after construction when applicable. This project will be reviewed during design by the Roadside Development Section to determine if a Storm Water Erosion/ Sedimentation Plan will be required as part of the project plans.

**GREATER THAN OR EQUAL TO FIVE ACRES OF LAND IS DISTURBED:**

Because more than five acres of land will be disturbed, a NPDES (National Pollutant Discharge Elimination System) Permit will be required and a Storm Water Pollution Prevention Plan (SWPPP) will be required.

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 96-015

REVISED 02/22/02

PAGE 1 OF 1

**HEADING: PROJECT ASSESSMENT - INVOLVEMENT SHEET**

**SUBJECT: SWPPP**

**The following information should be included on the Involvement Sheet for projects going to construction prior to March 10, 2003:**

LESS THAN FIVE ACRES OF LAND IS DISTURBED:

FEDERALLY FUNDED PROJECTS:

Organization: ROADSIDE DEVELOPMENT  
Comments: STORM WATER EROSION / SEDIMENTATION PREVENTION PLAN  
(IF REQUIRED)

GREATER THAN OR EQUAL TO FIVE ACRES OF LAND IS DISTURBED:

STATE FUNDED OR FEDERALLY FUNDED PROJECTS:

Organization: ROADSIDE DEVELOPMENT  
Comments: STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

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**The following information should be included on the Involvement Sheet for projects going to construction on or after March 10, 2003:**

LESS THAN ONE ACRE OF LAND IS DISTURBED:

FEDERALLY FUNDED PROJECTS:

Organization: ROADSIDE DEVELOPMENT  
Comments: STORM WATER EROSION / SEDIMENTATION PREVENTION PLAN  
(IF REQUIRED)

GREATER THAN OR EQUAL TO ONE ACRE OF LAND IS DISTURBED:

STATE FUNDED OR FEDERALLY FUNDED PROJECTS:

Organization: ROADSIDE DEVELOPMENT  
Comments: STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

**HEADING: GENERAL**

**SUBJECT: PROJECT MANAGEMENT IDENTIFICATION**

Senior Project Managers will be assigned to selected projects and will participate in the development of scoping documents as a team member. Project Managers will be assigned to all projects and will serve as the focal point of the study effort and perform lead role activities. In some cases, the scoping document author or Predesign Consultant Manager will serve as the Project Leader during development of scoping documents. Identification of the Senior Project Manager and Project Manager is typically done by the Predesign Section Records Technician prior to assignment of the scoping project. The Senior Project Managers and Project Managers will be identified as follows:

**Senior Project Manager:**

**Projects Other than Pavement Preservation Projects and Specialty Projects:**

Projects, which are neither pavement preservation projects nor specialty (signing, lighting, and bridge retrofit) projects, will have a Senior Project Manager as well as a Project Manager. The Senior Project Manager will be one of the following:

John Sterner	Prescott District
Mike Bruder	Yuma District
Jennifer Livingston	Flagstaff and Holbrook District
Bahram Dariush	Kingman and Globe Districts.
Larry Maucher	Safford and Tucson Districts.
Phoenix District	Steve Jimenez, Assistant State Engineer for Valley Project Management, will assign responsibility to one of the Valley Freeway Senior Project Managers.

**Project Manager:**

**Pavement Preservation Projects:**

For pavement preservation projects, a representative from Roadway Design Section will be identified as the Project Manager. This may be an ADOT staff person or a contract consultant.

**Non-Pavement Preservation Projects:**

For non-pavement preservation projects, a representative from Roadway Design Section, the author of the scoping document or the Predesign Consultant Monitor may function as the Project Manager during scoping document preparation. A Senior Project Manager may also act as the Project Manager.

It will be the responsibility of the scoping document author or Predesign Consultant Monitor to assure that Project Managers and Senior Project Managers, as appropriate, are included in the project team during development of scoping documents.

***PROJECT ASSESSMENT***  
***PROCEDURE BULLETIN***

BULLETIN 96-017

02/22/02

PAGE 1 OF 1

**HEADING:**     **GENERAL**

**SUBJECT:**     ROADWAY DESIGN SECTION REVIEWERS

A representative from Roadway Design Section will review scoping documents prepared by Predesign Section.

For pavement preservation projects, Bill Lyons will identify the Roadway Design Section Project Manager. This may be an ADOT staff person or a contract consultant.

Art May will assign a Roadway Design Section review representative for all scoping projects.

The Project Assessment author or Predesign Consultant Manager should assure that the appropriate Roadway Design representative receives copies of scoping documents for review (Project Manager and/or Roadway Design Section review representative).

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 96-018

06/10/96

PAGE 1 OF 1

**HEADING: PROJECT ASSESSMENT - TEXT**

**SUBJECT: ACCIDENT COUNTS AND EVALUATIONS**

ALL PROJECTS EXCEPT SAFETY (STP/HES) PROJECTS:

For all projects except Safety Projects, traffic accident counts and evaluations will be included in the Initial and Final Project Assessments as follows:

**INITIAL PROJECT ASSESSMENT**

During development of the Initial Project Assessment, a request is transmitted to Traffic Records Section (Jim Williams) for a five-year traffic accident count covering the milepost limits of the proposed project.

The request and subsequent reply from Traffic Records Section should be completed prior to the field review so that any identified high-accident locations can be evaluated in the field during the project field review.

The accident summary is included in Section B - BACKGROUND DATA of the Initial Project Assessment. Any accident type which equals zero is not included in the accident summary.

**FINAL PROJECT ASSESSMENT**

The accident summary that was included in the Initial Project Assessment is also included in Section B - BACKGROUND DATA of the Final Project Assessment, along with the narrative evaluation of the accidents provided by Traffic Studies Section.

**SAFETY (STP/HES) PROJECTS**

Safety Projects are typically based on a Candidate Location For Operations And Safety Evaluation (CLOSE) Report. Reference to the CLOSE Report should be included in Section A - INTRODUCTION of the Project Assessment. No discussion of accidents is required in Section B - BACKGROUND DATA of the Project Assessment. Since the CLOSE Report addresses the accident history in detail, a summary of the accident history does not need to be included in the text of the Project Assessment.

**PROCEDURE BULLETIN****PAGE 1 OF 1****HEADING: PROJECT ASSESSMENT - INVOLVEMENT SHEET****SUBJECT: AGENCIES WITH LAND ADJACENT TO ADOT PROJECTS**

When government agencies have jurisdiction over land adjacent to ADOT projects and the agencies are being involved only for informational purposes, the agency participation should be identified on the Project Assessment Involvement Sheet as follows:

Organization:	(NAME OF AGENCY)
Involvement:	MINIMUM
Comments:	COORDINATION

Refer to Bulletin 96-013 for additional information regarding agencies with land adjacent to ADOT projects.



# **PROJECT ASSESSMENT**

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## **PROCEDURE BULLETIN**

BULLETIN 96-020

REVISED 03/30/00

PAGE 1 OF 1

ATTACHMENT 1 PAGE

**HEADING: GENERAL**

**SUBJECT: PROJECT REVIEW BOARD**

The following information is for your reference in coordinating and preparation for presentations made before the Project Review Board:

- I. PROJECT REVIEW BOARD MEMBERS
  - A. Regular Members
    - 1. Sam Maroufkhani (Chairman)
    - 2. Bill Higgins
    - 3. Dan Lance
  - B. Rotating Members (Two Assistant State Engineers)
    - 1. John Louis
    - 2. Dan Davis
- II. MEETING SCHEDULE
  - A. Weekly every Tuesday from 10:00 a.m. to 12:00 p.m.
  - B. The location of the meeting may vary. The time and date is shown on the Program & Project Management Section (PPMS) PRB Meeting Calendar.
- III. TIME ALLOCATED FOR PRESENTATION
  - A. You are normally given five-minutes to make your presentation. The actual time depends on how many major scoping items are being addressed. You may be given five-minutes per major item (scope, schedule, or budget).
  - B. You should arrive five-minutes prior to your scheduled presentation in case the Project Review Board is running ahead of schedule.
- IV. DEADLINE FOR SUBMITTAL OF REQUESTED PROJECT CHANGE TO PROGRAM & PROJECT MANAGEMENT SECTION
  - A. In order to make the agenda for the Tuesday meeting of the PRB, the Requested Project Change Form is submitted to PPMS (Mail Drop 620E) no latter than 5:00 p.m. of the prior Wednesday.
  - B. It is recommend that you provide a hard copy of the Project Change Request Form to Program & Project Management Section (Hari Khanna). If he is out of the office over an extended period of time your E-Mail will not have any value; however, your hard copy will be distributed to the person assigned his responsibilities.
- V. PROJECT REVIEW BOARD AGENDA
  - A. The agenda for the scheduled Project Review Board Meeting will be prepared and completed by Program & Project Management Section by Monday the week of the meeting. A copy of the agenda should be provided to you indicating the time reserved to discuss your project.

A copy of the "Project Change Request" form is attached.

**ARIZONA DEPARTMENT OF TRANSPORTATION  
INTERMODAL TRANSPORTATION DIVISION  
REQUESTED PROJECT CHANGE**

**GENERAL INFORMATION**

DATE: \_\_\_\_\_

PROJECT MANAGER: \_\_\_\_\_ PHONE: \_\_\_\_\_ MAIL DROP: \_\_\_\_\_

PROJECT LOCATION (NAME): \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_ TRACS NUMBER: \_\_\_\_\_ CPS ID: \_\_\_\_\_

ROUTE: \_\_\_\_\_ COUNTY: \_\_\_\_\_ MILEPOST: \_\_\_\_\_

CURRENT BUDGET: \_\_\_\_\_ FUNDING SOURCE: \_\_\_\_\_ FISCAL YEAR: \_\_\_\_\_

**SUMMARY OF PROPOSED CHANGES**

REQUESTED ADDITIONAL FUNDS: \_\_\_\_\_ FISCAL YEAR: \_\_\_\_\_ FUNDING SOURCE: \_\_\_\_\_

REQUESTED NEW BUDGET: \_\_\_\_\_ % CHANGE FROM ORIGINAL BUDGET: \_\_\_\_\_

REVISED ADVERTISEMENT DATE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ STIP/TIP REQUIRED: YES ☐ NO ☐

**DESCRIPTION OF REQUESTED CHANGES:**

**JUSTIFICATION:**

**PROPOSED ALTERNATIVES:**

**RECOMMENDATIONS**

PROJECT REVIEW BOARD: APPROVED: YES ☐ NO ☐ DATE: \_\_\_\_\_ SIGNED \_\_\_\_\_

MODIFIED: YES ☐ NO ☐ DATE: \_\_\_\_\_ SIGNED \_\_\_\_\_

PRIORITY PROGRAMMING: APPROVED: YES ☐ NO ☐ DATE: \_\_\_\_\_ SIGNED \_\_\_\_\_

MODIFIED: YES ☐ NO ☐ DATE: \_\_\_\_\_ SIGNED \_\_\_\_\_

TRANSPORTATION BOARD: APPROVED: YES ☐ NO ☐ DATE: \_\_\_\_\_ SIGNED \_\_\_\_\_

MODIFIED: YES ☐ NO ☐ DATE: \_\_\_\_\_ SIGNED \_\_\_\_\_

**PLEASE SEND THE COMPLETED REQUEST TO PROGRAM & PROJECT MANAGEMENT SECTION AT MAIL DROP 620E**

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 96-021

REVISED 10/07/98

PAGE 1 OF 1

**HEADING:** PROJECT ASSESSMENT – TEXT

**SUBJECT:** FIVE-YEAR PROGRAM

Reference to the ADOT Five-Year Highway Construction Program should be made in Section A - INTRODUCTION of the Project Assessment as follows:

IF THE FIVE-YEAR PROGRAM HAS BEEN PUBLISHED AND:

THE PROJECT IS IN THE PROGRAM:

This project is listed in the (year) ADOT Five-Year Highway Construction Program for Fiscal Year (year) as Item Number (number). The programmed amount is \$(amount) and will utilize (Federal/State) funds.

THE PROJECT IS NOT IN THE PROGRAM:

This project is not programmed.

IF THE TENTATIVE FIVE-YEAR PROGRAM HAS BEEN PUBLISHED AND:

THE PROJECT IS LISTED IN THE CURRENT PROGRAM AND IS ALSO LISTED IN THE TENTATIVE PROGRAM:

This project is listed in the (year) ADOT Five-Year Highway Construction Program for Fiscal Year (year) as Item Number (number). The programmed amount is \$(amount) and will utilize (Federal/State) funds. The project is also listed in the Tentative (year) ADOT Five-Year Highway Construction Program for Fiscal Year (year). The tentative program amount is \$(amount).

THE PROJECT IS NOT LISTED IN THE CURRENT PROGRAM BUT IS LISTED IN THE TENTATIVE PROGRAM:

This project is not programmed; however, the project is listed in the Tentative (year) ADOT Five-Year Highway Construction Program for Fiscal Year (year). The tentative programmed amount is \$(amount).

THE PROJECT IS LISTED IN THE CURRENT PROGRAM BUT IS NOT LISTED IN THE TENTATIVE PROGRAM:

This project is listed in the (year) ADOT Five-Year Highway Construction Program for Fiscal Year (year) as Item Number (number). The programmed amount is \$(amount) and will utilize (Federal/State) funds. This project is not listed in the Tentative (year) ADOT Highway Construction Program.

THE PROJECT IS NOT LISTED IN THE CURRENT PROGRAM NOR IN THE TENTATIVE PROGRAM:

This project is not programmed nor listed in the Tentative (year) ADOT Five-Year Highway Construction Program. The estimated cost is \$(amount).

**PROCEDURE BULLETIN**

PAGE 1 OF 1

**HEADING: GENERAL****SUBJECT: METRIC SCOPING DOCUMENTS****DELETE**

Effective immediately all scoping documents will be prepared in metric. This means any document which has not been started will be completed in metric. This also applies to the AASTHO reports.

Since there are no kilometer posts, milepost will be used in the document for all existing locations. The posted speed will be in miles per hour; however, the design speed will be in kilometers per hour. All existing dimensions will be a soft conversion, whereas new dimension will be with a hard conversion.

A sample metric PA is available on the "G" drive under G:\Predesign\Pat\H4135 - [H4145]Painted Rock-Theba TI.

The metric AASTHO guidelines are available under G:\Predesign\Herman\AASHGUID.DOC.

The metric unit price list and the metric pay item list are available under G:\Predesign\Misc.Metric.

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**PROCEDURE BULLETIN****PAGE 1 OF 1****HEADING: FIELD REVIEW****SUBJECT: CUT DITCHES**

According to the "Guideline for Scoping on Pavement Preservation Projects," cut ditches are one of the items which can be addressed utilizing pavement preservation funds. We must take a pro-active role concerning this item and inquire at the field review if there are any specific problems with the cut ditches.

# **PROJECT ASSESSMENT PROCEDURE BULLETIN**

BULLETIN 96-024

REVISED 02/22/02

PAGE 1 OF 1

**HEADING: GENERAL**

**SUBJECT: DISTRICT MINOR PROJECTS**

During the design phase, District Minor Projects (this does not include Pavement Preservation Projects) which have not been assigned to Design Program Management Section (Bill Lyons) are managed through the Statewide Project Management On-Call Program. The On-Call monitoring responsibilities are as follows:

Phoenix Construction District	Steve Jimenez	Valley Project Management
Safford District	Larry Maucher	Statewide Project Management
Tucson District	Larry Maucher	Statewide Project Management
Flagstaff District	Jennifer Livingston	Statewide Project Management
Yuma District	Mike Bruder	Statewide Project Management
Prescott District	John Sterner	Statewide Project Management
Kingman District	Bahram Dariush	Statewide Project Management
Globe District	Bahram Dariush	Statewide Project Management
Holbrook District	Jennifer Livingston	Statewide Project Management

It is desirable for the On-Call Monitor to attend the field review. Due to limited availability contact should be made with the On-Call Monitor as early as possible.

The distribution list for a District Minor Project should include one of the above referenced On-Call monitors for all Predesign development phases.

The scoping document should be sent to Art May for review.

Also, be aware of situations where there is overlapping program authority such as when District sponsors a project to upgrade a bridge. Any overlapping program authority issue has to be resolved early in the Project Assessment process.

**HEADING:** AASHTO

**SUBJECT:** DISTRIBUTION OF INITIAL AND FINAL AASHTO REPORT

When developing a scoping document, if an AASHTO Report is required, an Initial and a Final AASHTO Report must be completed. The following distribution / procedure should be followed:

**FEDERAL-AID, NON-CERTIFICATION ACCEPTANCE**

**INITIAL AASHTO REPORT**

- The Initial AASHTO Report is prepared and an informational copy is sent by memorandum to FHWA (Area Engineer) after the field review and prior to completing the Initial Project Assessment. The Report is sent to FHWA even if there are no design exceptions required for the project.
- The Initial AASHTO Report is distributed to Traffic Studies by memorandum, requesting a Traffic Accident Evaluation and Analysis for the required design exceptions.

**FINAL AASHTO REPORT**

- A response, in some form, concerning the Initial AASHTO Report should be received from FHWA prior to making the formal design exception request. If FHWA has not provided any comments on the Initial AASHTO Report, or a letter advising to proceed with the development of the Final AASHTO Report, contact the FHWA Area Engineer by E-mail or phone to confirm they have no comments. This will help eliminate any disagreement concerning design exception requests.
- Once the Project Summary of Comments has been distributed and there are no project limit changes, the Final AASHTO Report can be completed and the formal request for design exceptions can be made to FHWA.
- The design exception request should be submitted as soon as possible after the Summary of Comments, but can be made after the Final Project Assessment is distributed for approval.
- If no design exceptions are required, a statement to this fact is included in the Final Project Assessment and a copy of the Final AASHTO Report is forwarded to the FHWA for their records.

**ALL OTHER PROJECTS**

**INITIAL AASHTO REPORT**

- The Initial AASHTO Report is prepared after the field review and prior to completing the Initial Project Assessment.
- The Initial AASHTO Report is distributed to Traffic Studies by memorandum, requesting a Traffic Accident Evaluation and Analysis for the required design exceptions.

# **PROJECT ASSESSMENT**

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## **PROCEDURE BULLETIN**

BULLETIN 96-025

REVISED

07/08/04

PAGE 1 OF 2

**HEADING: AASHTO**

**SUBJECT: DISTRIBUTION OF INITIAL AND FINAL AASHTO REPORT**

When developing a scoping document, if an AASHTO Report is required, the following distribution / procedure should be followed:

### **FEDERAL-AID, – (ALL CATEGORIES)**

***FHWA desires only to see an AASHTO Report prior to requesting a Traffic Accident Evaluation and Analysis from Traffic Design when an existing AASHTO Controlling Design Criteria is diminished as a result of the proposed construction project. Primary concern is where existing lane widths or shoulder widths are proposed to be reduced.***

- ?? Send an AASHTO Report 1) by memorandum to the FHWA Area Engineer after the field review and prior to completing the Initial Project Assessment and 2) by memorandum to Traffic Design, requesting a Traffic Accident Evaluation and Analysis if design exceptions are required.
- ?? A response, in some form, should be received from FHWA if an AASHTO Report was sent to the FHWA, prior to making the formal design exception request. If FHWA has not provided any comments on the AASHTO Report, or a letter advising to proceed with the development of the AASHTO Report, contact the FHWA Area Engineer by E-mail or phone to confirm they have no comments. This will help eliminate any disagreement concerning design exception requests.
- ?? Once the Project Summary of Comments has been distributed and there are no project limit changes, the request for design exceptions is prepared and sent by memorandum to the Assistant State Engineer Roadway Engineering Group for concurrence. After obtaining concurrence from the Assistant State Engineer Roadway Engineering Group, the design exception request is sent by letter to the FHWA (Area Engineer) from the Roadway Predesign Manager.
- ?? The design exception request should be submitted as soon as possible after the Summary of Comments but can be made after the Final Project Assessment is distributed for approval.
- ?? If no design exceptions are required, a statement to this fact is included in the Final Project Assessment and a copy of the AASHTO Report is forwarded to the FHWA for their records.

### **ALL OTHER PROJECTS**

- ?? The AASHTO Report is prepared after the field review and prior to completing the Initial Project Assessment.
- ?? The AASHTO Report is then distributed to Traffic Design by memorandum, requesting a Traffic Accident Evaluation and Analysis if design exceptions are required.



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**PROCEDURE BULLETIN****PAGE 2 OF 2**

- ?? Once the Project Summary of Comments has been distributed and there are no project limit changes, the formal memorandum request for design exceptions can be made to the Assistant State Engineer, Roadway Engineering Group.
- ?? The design exception request should be submitted as soon as possible after the Summary of Comments but can be made after the Final Project Assessment is distributed for approval.
- ?? If no design exceptions are required, a statement to this fact is included in the Final P.A. and the AASHTO Report is placed in the project file. (Note: The AASHTO Report does not need to be sent to the Assistant State Engineer, Roadway Engineering Group if no design exceptions are required).

**MISCELLANEOUS**

- ?? When preparing the design exception request, the accident analysis and the bridge evaluation sheets are considered part of the AASHTO Report and should be included and referenced in the table of contents.
- ?? It is the responsibility of the Project Assessment author to assure that proper distribution of the AASHTO Report is made. Please refer to the Draft Guide "Procedural Guide of the AASHTO Controlling Design Criteria on Existing ADOT Roadways".
- ?? See PA Bulletin 96-002 for additional distribution information.

## FINAL AASHTO REPORT

- Once the Project Summary of Comments has been distributed and there are no project limit changes, the Final AASHTO Report can be completed and the formal request for design exceptions can be made to the Assistant State Engineer, Roadway Engineering Group.
- The design exception request should be submitted as soon as possible after the Summary of Comments, but can be made after the Final Project Assessment is distributed for approval.
- If no design exceptions are required, a statement to this fact is included in the Final P.A. and the Final AASHTO Report is placed in the project file. (Note: The Final AASHTO Report does not need to be sent to the Assistant State Engineer, Roadway Engineering Group if no design exceptions are required).

## MISCELLANEOUS

- The accident analysis and the bridge evaluation sheets are considered part of the Final AASHTO Report and should be included and referenced in the table of contents.
- It is the responsibility of the Project Assessment author to assure that proper distribution of the AASHTO Report is made. Please refer to the Draft Guide "Procedural Guide of the AASHTO Controlling Design Criteria on Existing ADOT Roadways".
- See PA Bulletin 96-002 for additional distribution information.

**HEADING:** FIELD REVIEW

**SUBJECT:** CHECKLISTS

Attached for your use are two field review checklists that can be used for all scoping projects. The short list is primarily used for pavement preservation projects, whereas the longer list can be used for all other projects. The checklists are for your use in preparation for field reviews and are not a requirement for the project. The checklists can be modified based on your needs.

# FIELD REVIEW CHECK LIST

PROJECT LOCATION: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

- ☐ **Guardrail**
- ☐ OK
  - ☐ Reconstruct
  - ☐ Length of Need
  - ☐ New Locations
  - ☐ End Treatment

- ☐ **Pipe Culverts\CBC**
- ☐ OK
  - ☐ Extend
  - ☐ Replace/Reline

- ☐ **Headwalls**
- ☐ OK
  - ☐ Remove
  - ☐ Require

- ☐ **Slopes**
- ☐ OK
  - ☐ Flatten
  - ☐ Guardrail

- ☐ **Cut Ditch**
- ☐ OK
  - ☐ Improve
  - ☐ Obtain Material

- ☐ **Tree Removal**
- ☐ Required

- ☐ **Chain Link Cable Barrier**
- ☐ OK
  - ☐ New

- ☐ **Rock Cuts**
- ☐ OK
  - ☐ Required

- ☐ **Bridge Rails**
- ☐ OK
  - ☐ Unattached
  - ☐ Safety Curb

- ☐ **Bridges**
- ☐ Widen
  - ☐ Scour Protection

- ☐ **Rumble Strips**
- ☐ Required

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

- ☐ **Shoulder build-up**
- ☐ Required
  - ☐ Material Source

- ☐ **Embankment Curb**
- ☐ Remove
  - ☐ Replace
  - ☐ New

- ☐ **Inlets**
- ☐ Remove
  - ☐ New
  - ☐ Adjust

- ☐ **Ramp Gores**
- ☐ Remove
  - ☐ Replace

- ☐ **Typical Section**
- ☐ Rural
  - ☐ Urban
  - ☐ C&G
  - ☐ Turn Lanes
  - ☐ Passing Lanes
  - ☐ Sidewalk
  - ☐ ADA Ramps
  - ☐ Catch Basin

- ☐ **Delineators**
- ☐ Replace
  - ☐ New

- ☐ **Pavement Markings**
- ☐ RPM
  - ☐ Special
  - ☐ Restripe
  - ☐ Special

- ☐ **Fencing**
- ☐ Replace
  - ☐ New

- ☐ **Cattle Guard**
- ☐ Remove
  - ☐ Replace
  - ☐ Adjust
  - ☐ Remove curb

- ☐ **Access**
- ☐

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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

- ☐ **Terrain**
- ☐

- ☐ **Posted Speed**
- ☐

- ☐ **Utilities**
- ☐ Overhead
  - ☐ Underground
  - ☐ Relocate

- ☐ **R.O.W.**
- ☐ Ownership
  - ☐ New
  - ☐ TCE
  - ☐ Drainage Easement

- ☐ **Drainage Problem**

- ☐ **Erosion Problem**

- ☐ **Intersection Problem**
- ☐ Sight Distance
  - ☐ Radii

- ☐ **Environmental Concern**

- ☐ **Pavement Problem**

- ☐ **Vertical Alignment**

- ☐ **Horizontal Alignment**

- ☐ **Loop Detectors**
- ☐ TCS
  - ☐ Signal
  - ☐ Other

- ☐ **Signals**

- ☐ **Lighting**

- ☐ **Signing**

- ☐ **Turnouts**
- ☐ Paved
  - ☐ Unpaved

- ☐ **Involved Agencies**
- ☐

<input type="checkbox"/>	
<input type="checkbox"/>	
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## FIELD REVIEW CHECKLIST

Route:\_\_\_\_\_Begin MP:\_\_\_\_\_End MP:\_\_\_\_\_Station:\_\_\_\_\_

Location:\_\_\_\_\_

Highway Name:\_\_\_\_\_

Engineering  
District:\_\_\_\_\_City/County:\_\_\_\_\_

Description of Project:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested By:\_\_\_\_\_Year to be Constructed:\_\_\_\_\_

Field Review Team:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 1. Corridor Characteristics:

A. Functional Classification:\_\_\_\_\_

B. Current/Projected Traffic:\_\_\_\_\_

### 2. Existing Roadway:

A. Width, Speed Limit, Condition:\_\_\_\_\_

\_\_\_\_\_

B. Shoulders, Ditches, Embankment:\_\_\_\_\_

\_\_\_\_\_

C. Cuts, Guardrail, Safety:\_\_\_\_\_

\_\_\_\_\_

**3. Adjacent Roadway Sections:**

A. Existing Condition/Width: \_\_\_\_\_

B. Future Project In Program: \_\_\_\_\_

\_\_\_\_\_

**4. Other Roads, Access Points:**

A. Existing Crossing, Connecting: \_\_\_\_\_

\_\_\_\_\_

1. Roads - Sight Distance: \_\_\_\_\_

\_\_\_\_\_

2. Grade of Approach - Safety: \_\_\_\_\_

\_\_\_\_\_

3. Surfacing: \_\_\_\_\_

\_\_\_\_\_

B. Existing Access Points-Driveways-Safety-Surfacing: \_\_\_\_\_

\_\_\_\_\_

**5. Proposed Roadway:**

A. Roadway Width/Design Standards: \_\_\_\_\_

B. Design Speed: \_\_\_\_\_

C. Intersection Modifications: \_\_\_\_\_

**6. Alignment and Grade:**

A. Required for Proposed Project: \_\_\_\_\_

\_\_\_\_\_

B. Impaired Access: \_\_\_\_\_

\_\_\_\_\_

C. Safety:\_\_\_\_\_

\_\_\_\_\_

**7. Drainage Features:**

A. Existing - Hydraulic Adequacy Flood Plains:\_\_\_\_\_

\_\_\_\_\_

B. Required for Proposed Project:\_\_\_\_\_

\_\_\_\_\_

C. Outfall/Safety:\_\_\_\_\_

\_\_\_\_\_

**8. Structures:**

A. Structural Adequacy:\_\_\_\_\_

\_\_\_\_\_

B. Geometrics - Width/Alignment:\_\_\_\_\_

\_\_\_\_\_

C. Sufficiency Rating:\_\_\_\_\_

\_\_\_\_\_

D. Bridge Rail:\_\_\_\_\_

\_\_\_\_\_

**9. Utilities:**

A. Existing Known Interferences:

1. Irrigation - Electric Power:\_\_\_\_\_

\_\_\_\_\_

2. Telephone - Gas - Fuel:\_\_\_\_\_

\_\_\_\_\_

3. Water - Sewer - Sanitary:\_\_\_\_\_

\_\_\_\_\_

4. Storm Manholes - Valve Covers:\_\_\_\_\_

\_\_\_\_\_

5. Railroad Facilities:\_\_\_\_\_

\_\_\_\_\_

B. Required for Proposed Project:\_\_\_\_\_

\_\_\_\_\_

**10. Right-of-Way:**

A. Existing:\_\_\_\_\_

\_\_\_\_\_

B. Required for Proposed Project:\_\_\_\_\_

\_\_\_\_\_

C. Access Controls, Present:\_\_\_\_\_

\_\_\_\_\_

1. Required:\_\_\_\_\_

\_\_\_\_\_

D. Land Use, Present:\_\_\_\_\_

\_\_\_\_\_

1. Anticipated:\_\_\_\_\_

\_\_\_\_\_

E. Fencing, Present - Required:\_\_\_\_\_

\_\_\_\_\_



**11. Environmental Resources:**

A. National Forest - Indian Reservation: \_\_\_\_\_

\_\_\_\_\_

B. Historical - Archaeological: \_\_\_\_\_

\_\_\_\_\_

C. Water - Noise - Vegetation: \_\_\_\_\_

\_\_\_\_\_

D. Land Reserves - Parks, Scenic, Cemetary: \_\_\_\_\_

\_\_\_\_\_

**12. Traffic Engineering:**

A. Signals: \_\_\_\_\_

B. Lighting: \_\_\_\_\_

C. Signing: \_\_\_\_\_

D. Striping: \_\_\_\_\_

**13. Erosion Control:**

A. Existing Evidence of Erosion

1. Side Slopes - Channels: \_\_\_\_\_

2. Structures - Natural Conditions: \_\_\_\_\_

B. Required for Proposed Project: \_\_\_\_\_

\_\_\_\_\_

**14. Aesthetic Features:**

A. Existing View of Surrounding Land: \_\_\_\_\_

\_\_\_\_\_

B. Required for Proposed Project: \_\_\_\_\_

\_\_\_\_\_

**15. Constructability:**

A. Phasing Requirements:\_\_\_\_\_

\_\_\_\_\_

B. Alternate Routes - Detours:\_\_\_\_\_

\_\_\_\_\_

1. Traffic Control:\_\_\_\_\_

2. Timing for Project:\_\_\_\_\_

**16. Materials Sources:**

A. Existing Pits - Water Sources:\_\_\_\_\_

\_\_\_\_\_

B. Required for Proposed Project:\_\_\_\_\_

\_\_\_\_\_

**17. Maintenance:**

A. Existing Problems:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**18. Fundability:**

A. Federal-State-Local-Other:\_\_\_\_\_

**19. Alternatives:**

A. Additional Work Required:\_\_\_\_\_

\_\_\_\_\_

B. Alternative Solution:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. Recommendations:

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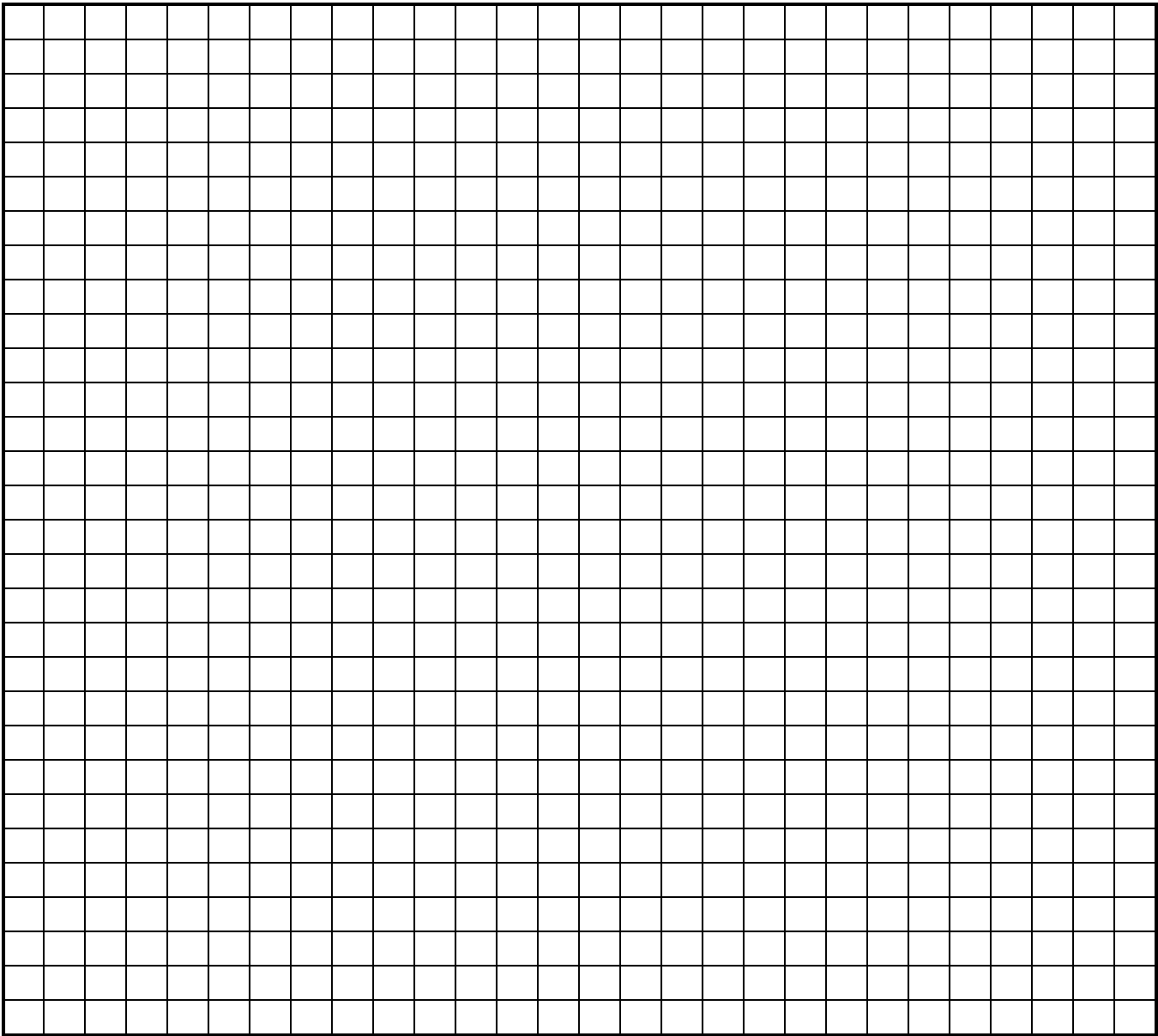
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Project Drawing



**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 97-001

04/01/97

PAGE 1 OF 1

**HEADING: GENERAL**

**SUBJECT: DESIGN SPEED**

The use of design speed needs to be clarified now that the posted speed on a highway and the design speed used to design a highway are unrelated. It is also important to differentiate between the "Design Speed" used to design a roadway and the "Design Speed" used to prepare an AASHTO Controlling Design Criteria Report.

**DESIGN SPEED FOR COMPLETION OF THE AASHTO CONTROLLING DESIGN CRITERIA REPORT:**

The design speed used to review existing roadway features is based upon the 1994 AASHTO Policy on Geometric Design of Highways and Streets and ADOT's March 1996, Draft Procedural Guide for Review of the AASHTO Controlling Design Criteria on Existing ADOT Roadways. This should be referenced in the AASHTO Controlling Design Criteria Report and in SECTION B- BACKGROUND of the Project Assessment as: "The recommended AASHTO minimum design speed is \_\_\_\_\_ km/h."

**DESIGN SPEED FOR ROADWAY DESIGN:**

The design speed used for designing elements of a section of highway is based upon The Arizona Department of Transportation Roadway Engineering Group 1996 Roadway Design Guidelines. The design speed is discussed and identified in Chapter 100 - Design Criteria. New roadway features should be designed according to this design speed. In the scoping document, this design speed should be referenced as: "The Roadway Design Guideline design speed used for preparation of this Project Assessment was \_\_\_\_\_ km/h." This information should be included in SECTION D - DEVELOPMENT CONSIDERATIONS of the Project Assessment, when appropriate. This will help clarify project intent, assist project reviewers, and minimize comments and rework. The detail and amount of information to be included is left to the judgment of the scoping document author. In some cases, such as for simple pavement preservation projects with minimum proposed safety improvements, it may not be necessary to reference a design speed.

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**PROCEDURE BULLETIN**

PAGE 1 OF 1

**HEADING: GENERAL****SUBJECT: ENGLISH SCOPING DOCUMENTS**

Effective immediately all scoping documents will be prepared in English. This means any document which has not been started will be completed in English. This also applies to the AASTHO reports.

The 1990 AASHTO Policy on Geometric Design of Highways and Streets shall be utilized for completion of AASHTO Reports. The recommended AASHTO minimum design speed shall be used in completing the AASHTO Report. (The recommended AASHTO minimum design speed is not 5 mph added to the posted speed.) Also evaluation of the traffic interchanges is not required, similar to the new process implemented for metric projects.

**HEADING: SUMMARY OF COMMENTS**

**SUBJECT: STANDARD FORMAT**

The attached Summary of Comments is an example to be followed for format. The following references are for clarification and refer to the numbered items on the attached sheets.

All comments received should be placed in order based upon the Project Distribution List. **All font is Microsoft Word Univers, 10 point.**

- [ 1 ] Title and project name is centered on the top of the first page and is in all caps, bold type face.
- [ 2 ] Page number is placed in the upper right corner and the date in the upper left corner of the sheet.
- [ 3 ] Use an introductory paragraph for any special notes and actions (Project Review Board, etc.). The title will be in bold type face and the text of paragraph will be in regular type face.
- [ 4 ] Reviewer's comment is in regular type face.
- [ 5 ] Predesign's response is in bold type face.
- [ 6 ] Reviewer's identification is listed by Group/Section name, name of the person listed on the distribution mailing list, (in parentheses the name of the person responding if different than the name of the person listed on the distribution mailing list). Font is in all caps, bold type face.
- [ 7 ] Indent the comment and response text beneath the Group/Section heading. Use number bullets to reference each specific comment received.
- [ 8 ] Identify the file for quality control review. This may be accomplished as a footer on each page or listed only on the last page bottom left corner.
- [ 9 ] Do not skip lines between headings where there is no comment or no response.

December 16, 1997

Page 1

**SUMMARY OF COMMENTS AND ACTIONS  
INITIAL PROJECT ASSESSMENT**

80 CH 309 H 4437 01 C  
CLIFFORD WASH - TOMBSTONE  
BENSON - DOUGLAS HIGHWAY  
SR 80

**TRANSPORTATION SUPPORT GROUP / WAYNE RICH**

No comment.

**ROADWAY SUPPORT GROUP / TED KAERCHER**

No comment.

**HIGHWAY OPERATIONS / DICK WRIGHT**

No comment.

**TRAFFIC ELECTRICAL DESIGN PRODUCTION SECTION / RAY JOHNSON**

No response.

**MATERIALS PAVEMENT DESIGN SECTION / GEORGE WAY (JIM DEMAREE)**

1. Itemized Cost Estimate: Change Asphalt Rubber percentage for ARAC from 9.0% to 7.5%.

**Action:**

Asphalt Rubber percentage for ARAC will be revised to 9.0% in the Itemized Cost Estimate of the Final Project Assessment.

2. Change AR-ACFC price from \$22/ m ton to \$25/ m ton.

**Action:**

AR-ACFC unit price will be revised to \$25/ m ton in the Itemized Cost Estimate of the Final Project Assessment.

3. Change Guardrail Extruding Terminal unit price from \$3,500 to \$3000.

**Action:**

Since alternative approved guardrail terminal systems can be used on the 2.4 m shoulders reference to GET's will be deleted in the Final Project Assessment (FPA). The SRT 350 guardrail terminal will be specified for the 1.5 m shoulders. All guardrail terminal systems including the SRT 350 will be estimated at \$2,500 each.

**MATERIALS GEOTECHNICAL SECTION / JOHN LAWSON**

1. Pavement cores are handled by Geotech Operations. Geotechnical Design Section has no involvement.

**Action:**

This information will be added to the comments column of the Involvement Sheet in the Final Project Assessment.

**MAINTENANCE GROUP / CLIFTON TAYLOR**

No response.

**PROGRAM & PROJECT SCHEDULING SECTION / HARI KHANNA**

No response.

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**SAFFORD DISTRICT / RON CASPER**

1. Section D. Development Considerations Page 7, 2nd paragraph: Tombstone's festival is called "HELLDORADO DAYS" Please correct."

**Action:**

This will be revised in Section D. Development Considerations of the Final Project Assessment.

2. Section D. Development Considerations Page 7, 4th paragraph: District is not interested in widening SR 80 to accommodate left turns: only interested in restriping left turn bays on existing roadway widths.

**Action**

This will be clarified in Section D. Development Considerations of the Final Project Assessment. Any reference to widening SR 80 will be deleted.

**ST. DAVID MAINTENANCE / LARRY MERRILL**

No response.

**BENSON CONSTRUCTION, SAFFORD DISTRICT / JAMES CUNNINGHAM**

No comment.

**AZ STATE LAND DEPARTMENT / MARK KELLER**

No comment.

**CITY OF TOMBSTONE / DELMAS HARPER**

1. We strongly favor this project especially the turn lanes near Walnut Gulch.

**Action:**

See Ron Casper's comment #2.

8

g:\predesign\prakash\h4437\soc.doc\1-4



# **PROJECT ASSESSMENT**

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## **PROCEDURE BULLETIN**

BULLETIN 98-001

09/18/98

PAGE 1 OF 1

**HEADING: GENERAL**

**SUBJECT: OPERATING PARTNERSHIP AGREEMENT**

The Certification Acceptance Procedure has been replaced by the Operating Partnership Agreement.

The ADOT - FHWA Operating Partnership is an agreement between the Arizona Department of Transportation and the Arizona Division of the Federal Highway Administration regarding the administration of Federal - aid transportation projects in the State of Arizona.

Previously, all federally funded projects ,except for the Interstate, were administered under Certification Acceptance Procedure. Now under the Operating Partnership Agreement there are three different categories. The attached Summary Tables (Attachment 3) shows FHWA's involvement through the project development for all three Categories.

The determination for FHWA's involvement (Category type) will be made during the annual five year transportation plan update. (Your supervisor has a copy of the marked up 1999 Tentative Five Year Plan.)

Under "Other Requirements" in the PA the new statement should be as follows:

"The project will be administered under the Operating Partnership Agreement under Category X."

The three different categories under the Operating Partnership Agreement are as follows:

- Category A - Full FHWA Administration
- Category B - Partial FHWA Administration
- Category P - Full ADOT Administration

(FHWA must approve all Environmental documents for all Categories.)

Category A is limited to Federal - aid projects involving new construction and reconstruction of the Interstate System with cost greater than 1 million dollars. This category does not include 3R projects (pavement preservation) and other minor operational or safety improvements. However, projects which involve changes in access control, and projects which reduce existing conditions do require FHWA review and approval of the Change of Access report and design exceptions

Category B is limited to a few Federal - aid projects in two distinct areas:

1. Certain 3R (pavement preservation ) projects on the Interstate which are generally with cost exceeding 5 million or involving new and innovative construction materials or other very unusual features.
2. New construction and major reconstruction on the non-Interstate National Highway System, generally exceeding 5 million. Examples would be new freeways on the MAG System, the reconstruction, realignment, dividing and widening of SR 87 or US 93 or widening of US 60.

**Category P include all other Federal - aid projects on the Interstate System, all other Federal - aid projects on the NHS (including new and reconstruction projects not specifically selected for Category B and all Federal - aid projects not on the NHS.**

Early consultation with FHWA Area and/or District Engineer concerning FHWA desires for Federal oversight should be made at the scoping stage.

Also attached is the new Project Determination sheet. The Operating Partnership category has been added and two new categories are shown. N/A for state funded projects and U for undetermined, this category will be determined later during the project development process.

**ADMINISTRATIVE PROCEDURES SUMMARY TABLE**  
**ADOT/FHWA OPERATING PARTNERSHIP - ATTACHMENT 3**

	Category A: Interstate-New/Reconstruction Projects >\$1M			Category B: Interstate 3R and New/Reconst. NHS Selected Projects >\$5M			Category P: All Other Interstate, New/Reconst. NHS and Non NHS System Projects		
	Received	Review	Action	Received	Review	Action	Received	Review	Action
Initial Project Assessment	Yes	Yes	Note 1	Yes	Yes	Note 1	Yes		
Project Assessment Summary of Comments	Yes			Yes			Yes		
Final Project Assessment	Yes	Yes	Note 1	Yes	Yes	Note 1			
Consultant Contract Agreements									
Corridor Studies	Yes	Yes	Note 1	Yes	Yes	Note 1	Yes		
Design Concept Report Draft & Final (on all NHS projects and for all projects with EIS or EA not on NHS)	Yes	Yes	Note 1	Yes	Yes	Note 1	Yes	Yes	Note 1
Environmental (Programmatic CE)	Yes			Yes			Yes		
Environmental (EIS, EA & non-Programmatic)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Major Design Criteria	Yes	Yes	Note 1	Yes					
Materials Memo	Yes	Yes	Note 1						
Drainage Report	Yes	Yes	Note 1						
Structures Selection	Yes	Yes	Note 1						
Design Exception Approval	Yes	Yes	Yes	Yes			Yes		
0%, 60%, 90% Plans	Yes	Yes	Note 1	Yes					
Utility Clearance Letter	Yes	Yes	Note 1						
R/W Clearance Letter	Yes	Yes	Note 1						
Public Interest Finding	Yes	Yes	Yes						
PS&E and Addendum	Yes	Yes	Yes						
Authorization Request - Note 4 (Construction, PE, Utilities, R/W)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bid Tab Report	Yes			Yes			Yes		
DBE Affidavit	Yes	Yes		No			No		
Concurrence in Award	Yes	Yes	Yes						
Copy of Executed Plans & Specs (includes locally administered projects)	Yes			Yes			Yes		
Contract Modifications - Note 3	Yes	Yes	Yes						
Final Inspection	Yes	Yes	N/A	Note 2			Note 2		

# **ADMINISTRATIVE PROCEDURES SUMMARY TABLE NOTES**

ADOT/FHWA OPERATING PARTNERSHIP  
ATTACHMENT 3 (continued)

**March 20, 1998**

The summary table defines the various items that will be forwarded to FHWA. ADOT is encouraged to discuss any items that may be controversial or Federal participation may be in question at any time throughout the project development, design or construction process. FHWA may request items identified as "no" (blank on the summary table) on an as needed basis (e.g. process reviews).

**Notes:**

- #1 Comments will be supplied to ADOT as appropriate.
- #2 FHWA will make final inspections only when required. ADOT will be notified by FHWA when a final inspection is required. For fiscal purposes FHWA should be notified when a project has been completed.
- #3 Contract modifications include change orders, force accounts, fiscal variances, time extensions, letter agreements, etc.
- #4 Construction and PE authorizations request should include note on environmental status.



# ARIZONA DEPARTMENT OF TRANSPORTATION

HIGHWAYS DIVISION

ROADWAY GROUP

## PROJECT DETERMINATION

Fiscal Year

2002

0 indicates project non-programmed

Project Number

8 YU 0 H453001C

IM-8-1( )

County and District

Yuma County

Yuma District

Project Location and Highway

COLORADO RIVER - FORTUNA ROAD

YUMA-CASA GRANDE HIGHWAY

Description: Remove & replace travel & passing lane, AC + FC

Existing Program No ☒

Program Year: 1999

Estimated Cost: \$ 7,665,000

Operating Partnership Category:

A ☐

B ☐

P ☐

N/A ☐

U ☐

Reports Required: Location and Design Concept Yes ☐

No ☒

Design Concept Report Yes ☐

No ☒

Class I ☐

Class II ☒

Class III ☐

Public Hearing:

In the Highway Development process, at least one public hearing or the opportunity for a hearing will be offered for any project that:

☐ requires a significant amount of new right-of-way;

☐ otherwise has a significant social, economic, environmental or other effect;

☐ substantially changes the layout or function of connecting roadway or the facility being improved;

☐ is controversial on environmental grounds;

☐ has a significant adverse impact on abutting real property;

☐ or has significant floodplain encroachment;

☒ none of the above conditions apply.

Recommends: Yes ☐

No ☒ Public Forum

☐ ☒ Offer a combined Location/Design Hearing

☐ ☒ Offer separate Location/Design Hearings

☐ ☒ Hold a Design Public Hearing

HERMAN MOZART, MANAGER, PREDESIGN PROGRAM MANAGEMENT SECTION, 050P

Date

RICHARD DUARTE, MANAGER, ENVIRONMENTAL PLANNING SECTION, 619E

Date

Comments:

Concur:

CHRIS COOPER, PROJECT MANAGER, ROADWAY DESIGN, 615E

Date

BILL ALFIER, YUMA DISTRICT, Y200

Date

Approved:

JOHN LOUIS, ASSISTANT STATE ENGINEER, ROADWAY ENGINEERING GROUP, 611E

Date

Date

cc: Project Funding, 204B

Resource Administration, 205B

RECid: 5229

The evaluation analysis is interdisciplinary in nature and includes professional services as necessary from units and groups within ADOT and the local agency, other governmental agencies, consultants, and the public where appropriate.

### **3.4.1 Environmental Determinations**

The Environmental Planning Services of ADOT prepares written recommendations for each federal-aid highway project with regard to the following:

A) Class I: Actions that are likely to cause significant impacts on the environment. The preparation of an Environmental Impact Statement is required for this class of projects.

B) Class II: Actions that do not individually or cumulatively have a significant effect on the environment. This class of actions are Categorical Exclusions and normally do not require an Environmental Assessment or Environmental Impact Statement.

C) Class III: All actions that are not Class I or II are Class III. This class of actions require the preparation of an Environmental Assessment to determine which aspects of the proposed action might have social, economic, or environmental impacts and eventually to determine the appropriate environmental document required.

The environmental determination and the accompanying recommendations are subject to the approval of the Manager of Environmental Planning Services and the Federal Highway Administration.

The approved environmental document is distributed through ADOT Environmental Planning Services to appropriate local government and ADOT units involved in the Highway Development Process of the project, and is made available for public inspection at appropriate offices.

### **3.5 Categorical Exclusion Determination**

In accordance with 23 CFR Part 771, Categorical Exclusion actions are separated into two groups. The first group is a fixed list of actions which do not require further National Environmental Policy Act (NEPA) documentation.

The second group includes actions which require documentation on a case-by-case basis to demonstrate that criteria for Categorical Exclusions (CE) are satisfied, and that significant environmental effects will not result.

#### **3.5.1 Categorical Exclusion (CE) Examples (See appendix for complete list)**

A) **Group One:** No National Environmental Policy Act documentation is required. Examples of such actions include but are not limited to:

- activities which do not involve or lead directly to construction such as planning and technical studies.
- approval of utility installations along or across a transportation facility.
- installation of noise barriers.
- landscaping
- installation of fencing, signs and pavement markings.
- improvement to existing rest areas and truck weigh stations.

B) **Group Two:** documentation is requested on a case-by-case basis. Examples of such actions include, but are not limited to:

- modernization of a highway by resurfacing, restoration reconstruction, rehabilitation, adding shoulders or adding auxiliary lanes.

Also, the environmental determination has been changed from category to class. The attached sheet from the Action Plan (sheet 21) shows the three types of Class of projects that are to be used on the Project Determination sheet.

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 99-001

02/22/02

PAGE 1 OF 2

**HEADING: PROJECT ASSESSMENT - INVOLVEMENT SHEET**

**SUBJECT: TRAFFIC GROUP REORGANIZATION**

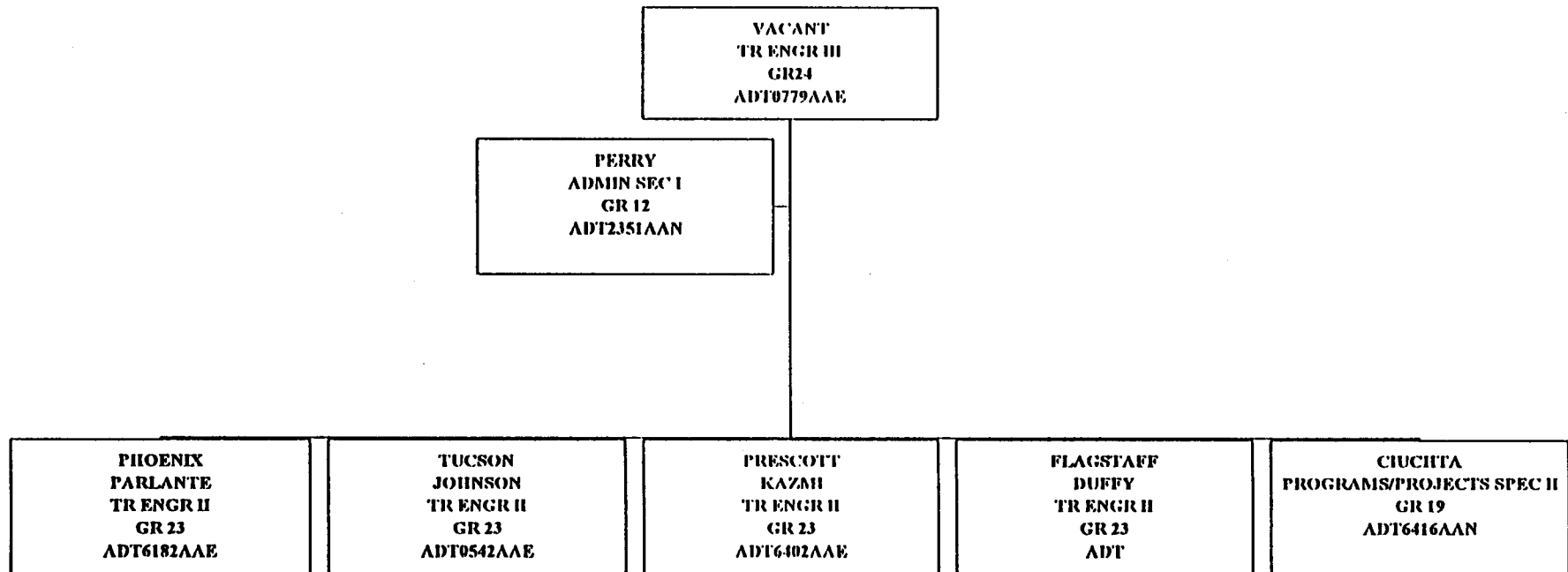
Traffic Group has been reorganized. The Studies, Design and Electrical Section have been combined into the Design Section and therefore the Involvement Sheet has been revised to show only Traffic Design Section .(See attached Involvement Sheet).

As per the attached ORG Charts, Traffic Design is now composed of four(4) Teams:

TEAM 1	Tom Parlante	Phoenix Region	Maintenance & Construction
TEAM 2	Ray Johnson	Tucson Region	Tucson, Safford, South ½ of Globe
TEAM 3	Arif Kazmi	Prescott Region	Prescott, Kingman, Yuma
TEAM 4	Richard Moeur	Flagstaff Region	Flagstaff, Holbrook, North ½ of Globe

Depending in which geographical area the project is located, that Team will have the responsibility for design, studies and electrical plans.

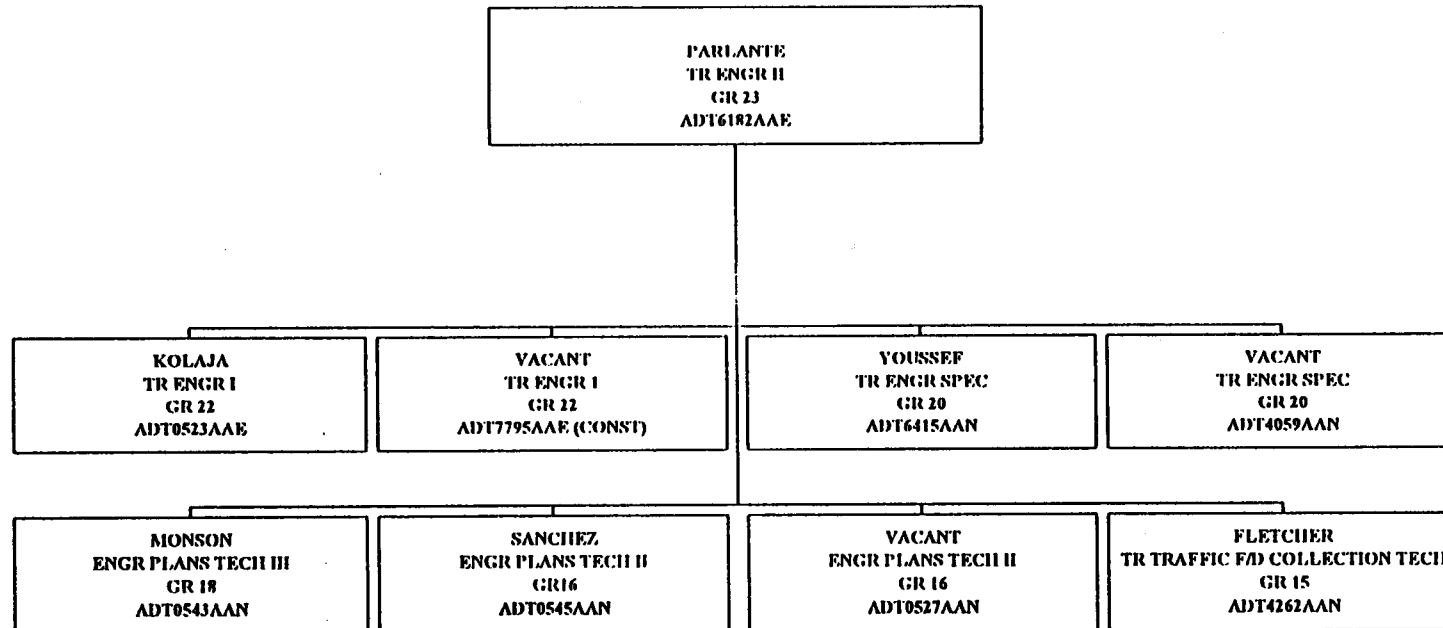
# TRAFFIC DESIGN SECTION





# TEAM 1

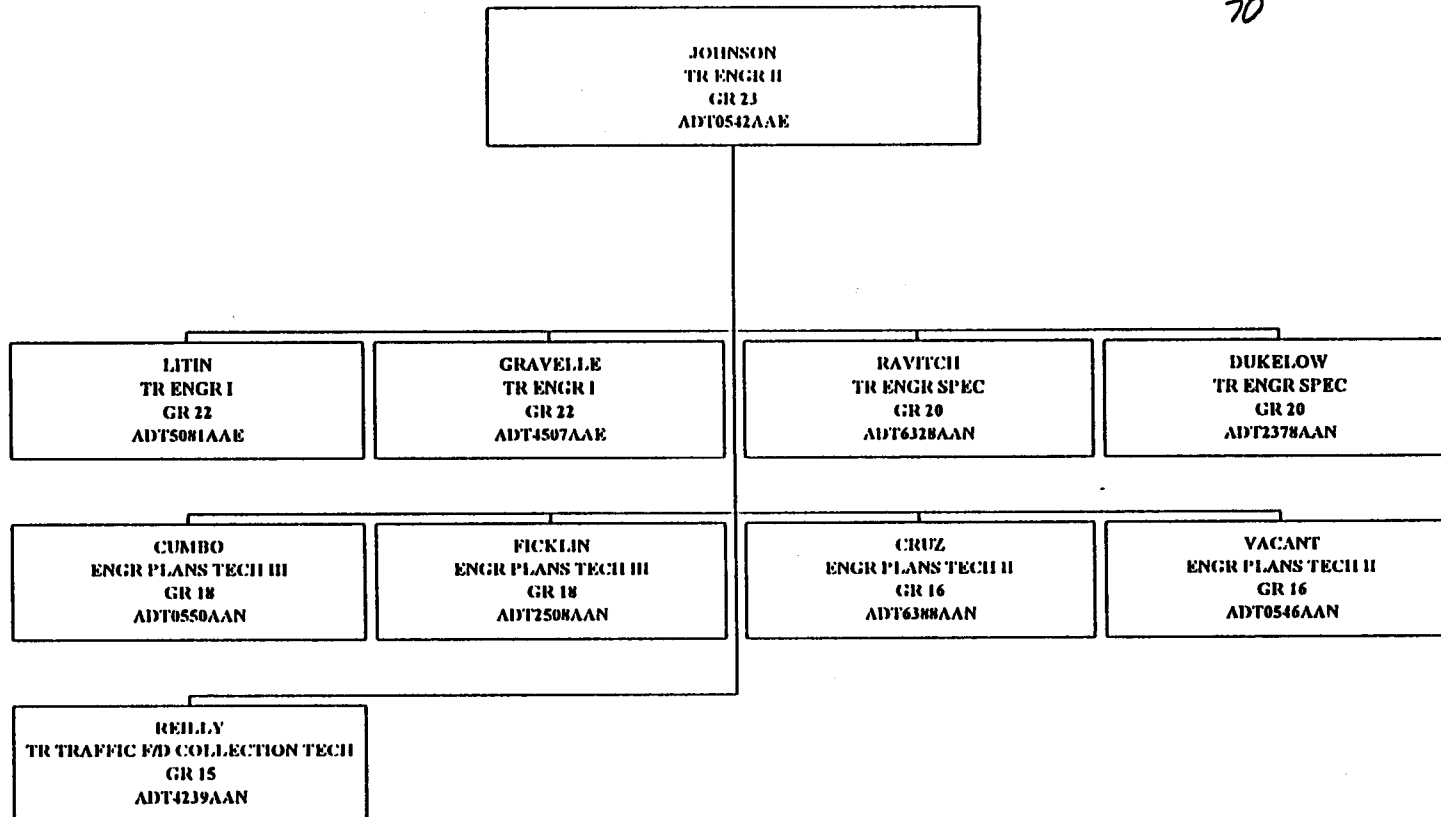
Phoenix District



## TEAM 2

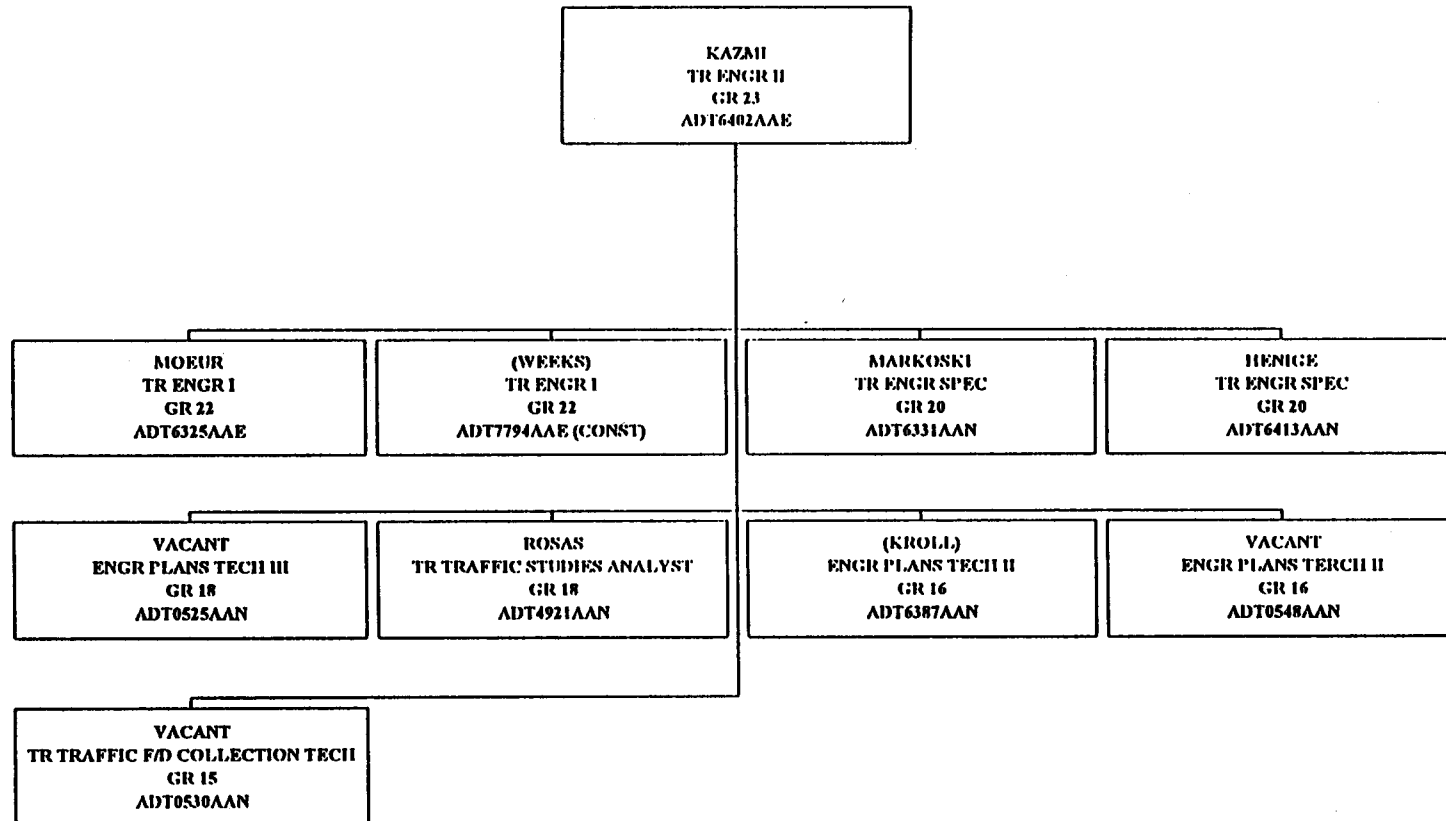
Tucson District  
Safford District  
Globe District  
(Southern Half)

SR 88,188,288  
77,177,79  
US 60 to MP 289  
70



# TEAM 3

Kingman District  
Prescott District  
Yuma District



# TEAM 4

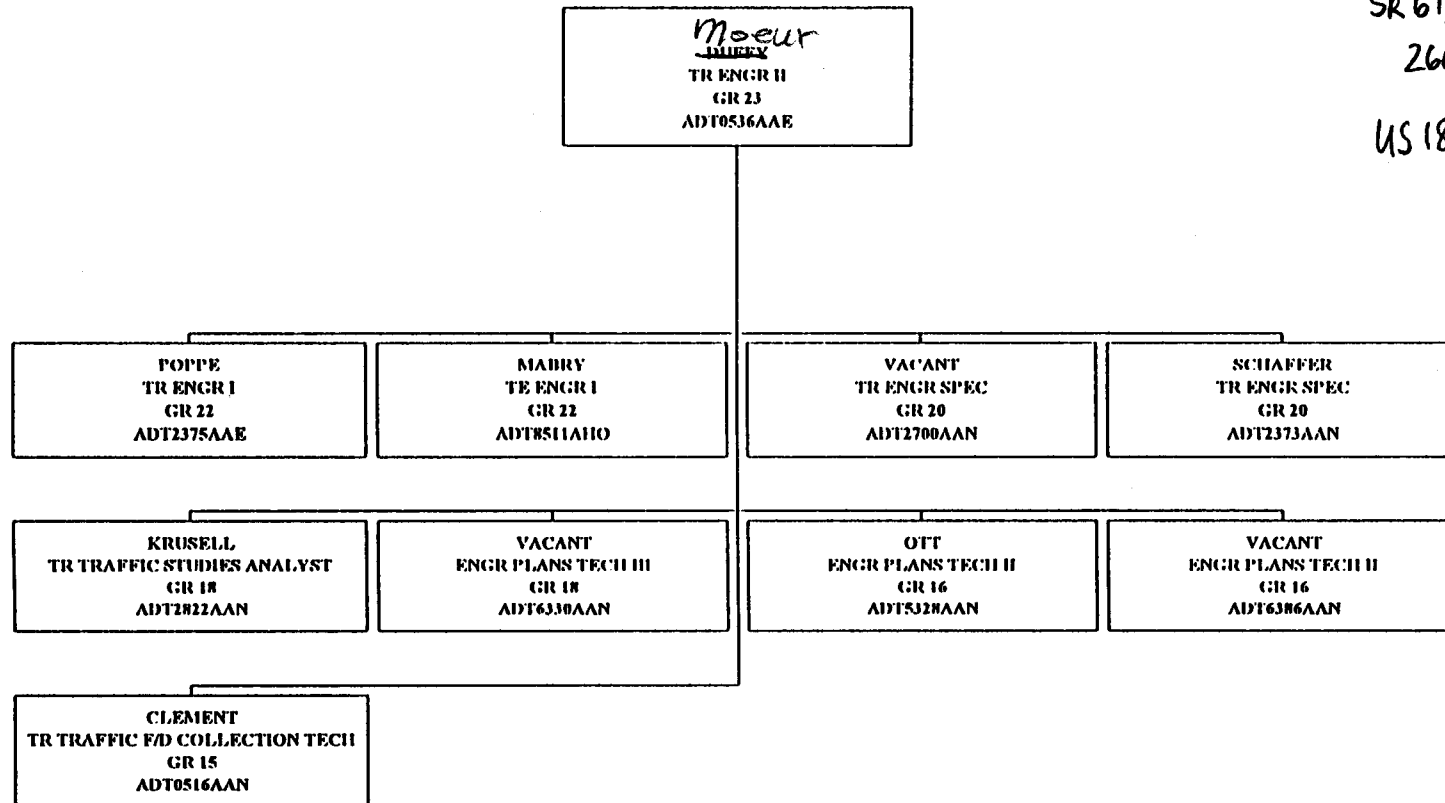
Flagstaff District  
Holbrook District  
Globe District  
(Northern Half)

US191  
US60 From<sup>NP</sup>289

SR 61, 73, 273, 261

260, 277, 77, 473, 373

US 180, 180A



## INVOLVEMENT SHEET

CONTACTED	ATTENDED FIELD REVIEW	ORGANIZATION	INVOLVEMENT				COMMENTS  (ISSUES WHICH MAKE INVOLVEMENT SIGNIFICANT OR MINIMAL)
			SIGNIFICANT	MINIMUM	NONE	UNKNOWN	
		FLAGSTAFF DISTRICT					
		ROADWAY DESIGN					
		PAVEMENT DESIGN					
		BRIDGE DESIGN					
		DRAINAGE DESIGN					
		TRAFFIC DESIGN					
		ENGINEERING SURVEY					
		GEOTECHNICAL SERVICES					
		ENVIRONMENTAL PLANNING					
		ROADSIDE DEVELOPMENT					
		RIGHT-OF-WAY					
		UTILITIES & RAILROADS					
		CONTRACTS & SPECIFICATIONS					
		FHWA					

***PROJECT ASSESSMENT***  
***PROCEDURE BULLETIN***

BULLETIN 00-001  
PAGE 1 OF 1

03/30/00

**HEADING:** PROJECT ASSESSMENT - TEXT

**SUBJECT:** SHOULDER BUILD-UP

If milled AC is being used for shoulder build-up, then to avoid controversy about how it is placed, etc. the following statement shall be placed in Section D. Development Considerations of the Project Assessment:

Shoulder build-up will be placed in accordance with the 1996 Roadway Design Guidelines; Appendices; March 14, 1996 Shoulder Build-Up Design Guidelines.

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 00-002  
PAGE 1 OF 2

3/30/00

HEADING: PROJECT ASSESSMENT - TEXT

SUBJECT: FY 02 & FY 03 PAVEMENT PRESERVATION PROJECTS /  
THE 2001 TENTATIVE ADOT FIVE-YEAR HIGHWAY CONSTRUCTION PROGRAM

Note that this Bulletin pertains to only FY 02 & FY 03 pavement preservation projects which are listed or budgeted in the 2001 Tentative ADOT Five-Year Highway Construction Program.

**FY 2000 ADOT FIVE-YEAR HIGHWAY CONSTRUCTION PROGRAM**

Pavement preservation projects for FY 2002 are listed toward the back of the Five-Year Highway Construction Program (There is no page number but you can find the list just before Section II, MAG Life Cycle Program). Although those pavement preservation projects are listed in the program, they are not yet programmed. Note there is no programmed amount shown, however, if you look at page 50, Items 72502, 72602 and 72702; you will see the lump sum funding that will be used to fund these projects. Transportation Planning Section uses the estimated cost shown in the Final Project Assessment to fund these projects. This amount will then be shown as the programmed amount when the 2001 ADOT Five-Year Highway Construction Program is published.

**FY 2001 TENTATIVE ADOT FIVE-YEAR HIGHWAY CONSTRUCTION PROGRAM**

**FY 02 Pavement Preservation Projects**

Pavement preservation projects for FY 2002 are not listed in the 2001 Tentative ADOT Five-Year Highway Construction Program. It is anticipated these projects will be funded from Statewide Pavement Preservation Funds(STP) as shown on page 41 of the 2001 Tentative ADOT Five-Year Highway Construction Program.

**FY 03 Pavement Preservation Projects**

Pavement preservation projects for FY 2003 are listed on page 8 of the 2001 Tentative ADOT Five-Year Highway Construction Program. Although these pavement preservation projects are listed in the 2001 Tentative ADOT Five-Year Highway Construction Program, they are not yet programmed. Note there is no programmed amount shown, however, if you look at page 42, under Statewide Pavement Preservation Funds you will see the lump sum amount which will be used to fund these projects. Transportation Planning Section uses the estimated cost shown in the Final Project Assessment to fund these projects. This amount will then be shown as the programmed amount when the 2002 ADOT Five-Year Highway Construction Program is published.

As expected, some of the text in Sections A, E, G and the Involvement Sheet will need to be modified to accommodate this new procedure. Listed below are the suggested modifications:

**SECTION A. INTRODUCTION**

The following statements should be placed in Section A - INTRODUCTION of the Project Assessment as appropriate.

**FY 02 Pavement Preservation Projects:**

This project is not yet programmed, however, it is listed in the 2000 ADOT Five-Year Highway Construction under the Pavement Preservation Section for Fiscal Year 2002. Upon completion of the Final Project Assessment Report it is anticipated that this project will be programmed using funds from Item #(Number). Although this project is not listed in the 2001 Tentative ADOT Five-Year Highway Construction Program, it is anticipated that this project will be funded from Statewide Pavement Preservation Funds(STP) as shown on page 41 of the 2001 Tentative ADOT Five-Year Highway Construction Program. The estimated Construction Cost is \$(Amount) (assume (STP)Federal Funds).

**FY 03 Pavement Preservation Projects:**

This project is not yet programmed, however, it is listed in the 2001 Tentative ADOT Five-Year Highway Construction under the Pavement Preservation Section for Fiscal Year 2003 on page eight. It is anticipated that this project will be funded from Statewide Pavement Preservation Funds(STP) as shown on page 42 of the 2001 Tentative ADOT Five-Year Highway Construction Program. The estimated Construction Cost is \$(Amount) (assume Federal Funds).

**SECTION E. OTHER REQUIREMENTS**

It is assumed this project will be built with Federal Funds and will be administered under the ADOT/FHWA Operating Partnership Agreement under Category P.

**SECTION G. REQUIRED ACTION BY PRIORITY PLANNING COMMITTEE (PPC)/ PROJECT REVIEW BOARD****(PRB)****FY 02 Pavement Preservation Projects:**

It is assumed this project will be submitted as part of the 2001 ADOT Five-Year Highway Construction Program. Upon approval of the 2001 ADOT Five-Year Highway Construction Program by the State Transportation Board, this project will be programmed and funded. Therefore, no action will be required by the Priority Planning Committee (PPC) and/or Project Review Board (PRB).

**FY 03 Pavement Preservation Projects:**

It is assumed this project will be submitted as part of the 2002 ADOT Five-Year Highway Construction Program. Upon approval of the 2002 ADOT Five-Year Highway Construction Program by the State Transportation Board, this project will be programmed and funded. Therefore, no action will be required by the Priority Planning Committee (PPC) and/or Project Review Board (PRB).

**INVOLVEMENT SHEET**

FHWA: Minimum involvement. Under Comment: Assumed Federal Funding and ADOT/FHWA Operating Partnership Agreement.



**PROCEDURE BULLETIN**

**HEADING: PROJECT ASSESSMENT - TEXT**

**SUBJECT:** Project Schedule

Project bid advertisement date, construction start date and estimated time for completion of construction is to be included in Section E, Other Requirements. This is now part of the standard PA format.

Suggested sentence structure for a programmed project is as follows:

This project's CPSID is "XXXX". Desired construction start date is (Month, Year) and (-----) District estimates project completion (---) calendar days after construction start.

If the project is not programmed, then the suggested format is as follows:

This project's CPSID is "XXXX". This project has not been programmed nor has a construction start date been determined. However, (-----) District prefers a (Month) construction start date and estimates (---) calendar days for construction completion after construction start.

Let District give you the estimated completion time because they are in a better position at estimating (guessestimating?) this than you. Also, this format should cover most projects but may have to be modified from time to time to fit situations that are unique to a specific project.

Any A + B Incentives and Design Build issues should be discussed with District and mentioned in Section E, Other Requirements and if these issues affect the estimate, they also have to be mentioned in Section F, Estimated Cost.

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**PROCEDURE BULLETIN**

**HEADING: GENERAL**

**SUBJECT: MATERIALS/PAVEMENT SMOOTHNESS AWARD AND MATERIALS QUALITY AWARD**

Projects with pavement will now require a Pavement Smoothness Award cost. This cost will be based upon mainline lane miles of roadway within the project. Not all projects with pavement will receive this additional cost, but at the field review the Materials representative will determine if the project should utilize the Pavement Smoothness Award. Once determined that the project will use the Award, the cost will be based upon \$7,500 per Lane mile for asphalt surface and \$7,000 per lane mile for PCCP. This cost will be added to the Pavement items of the Estimated Cost.

The cost is estimated as follows:

For Asphalt Pavement:

Project Length (miles) X Number of Lanes X \$7,500 = Pavement Smoothness Award

For PCCP:

Project Length (miles) X Number of Lanes X \$7,000 = Pavement Smoothness Award

A Materials Quality Award cost can also be added to the project. This cost is based on \$1.50 per ton of AC 416/417 and \$1.50 per SY for PCCP. Again the Materials representative will determine this if the project should utilize this Materials Quality Award.

# ITEMIZED ESTIMATE

**Project Number: 160 CN 341 H5842 01C/STP-160-A( )P**

**US 160**

**Location: E. Tuba City - Navajo County Line**

**Aug. 24, 2001**

PAVEMENT ITEMS	UNIT	QUANTITY	UNIT PRICE (\$)	AMOUNT (\$)
Roadway Length	LF	89949.06		
Roadway Width	FT	34'		
Asphalic Concrete	In	3		
Asphalic Concrete (Turnouts)	In	2		
AR-ACFC Width	FT	34'		
Tack Coat Layers For Full Width	EA	2		
Mill Across Bridge Deck (26' wide)(3.5" deep)	SY	320	2.00	600
Mill Approaches to Bridge Deck, 7.5" deep	SY	290	2.00	600
Mill for Taper Prior to :				
Cattleguards & Project Ends	SY	1580	2.00	3,200
Total Asphaltic Concrete	Ton	61992	22.00	1,363,800
AC Cement (5.25%)	Ton	3255	130.00	423,200
Mineral Admixture(2%)	Ton	1216	90.00	109,400
AR-ACFC	Ton	10187	24.00	244,500
Asphalt Rubber (9%)	Ton	917	250.00	229,300
Mineral Admixture(2%)	Ton	200	90.00	18,000
Tack Coat	Ton	226	175.00	39,600
Apply Tack Coat	Hrs	452	150.00	67,800
<b>PAVEMENT SUBTOTAL</b>				<b>2,500,000</b>
Pavement Smoothness Award	Ln Mile	33	7,500	247,500
Material Quality Award	Ton	61992	1.50	93,000
Erosion Control (1%)	L.Sum	1	25,000	25,000
Quality Control (2%)	L.Sum	1	50,000	50,000
Water Supply/Dust Palliative (2%)	L.Sum	1	50,000	50,000
Maintenance/Protection of Traffic (7%)	L.Sum	1	175,000	175,000
Traffic Control for Bridge Approach Construction	L.Sum	1	20,000	20,000
Mobilization (7%)	L.Sum	1	175,000	175,000
WATER / MOBILIZATION TOTAL				<b>835,500</b>
CONSTRUCTION ENGINEERING & CONTINGENCIES(20%)				<b>500,000</b>
<b>PAVEMENT TOTAL</b>				<b>3,835,500</b>

**ITEMIZED ESTIMATE (CONT'D.)****Project Number: 160 CN 341 H584201C/STP-160-A( )P****US 160****Location: E. Tuba City - Navajo County Line****Aug. 24, 2001**

<b>SAFETY &amp; MISCELLANEOUS ITEMS</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
			(\$)	(\$)
Remove Structures & Obstructions	L.Sum	1	5,000.00	5,000
Remove & Salvage Guardrail	LF	1100	3.00	3,300
New Guardrail (2 locations)	LF	2275	15.00	34,100
Approved Guardrail End Treatment	Ea	8	2,500.00	20,000
Nest Guardrail (MP 344.34)	Ea	2	1,500.00	3,000
Epoxy Striping (6")	LF	314822	0.65	204,600
Object Markers	Ea	90	65.00	5,900
Flexible Delineators (two piece)	Ea	150	40.00	6,000
Shoulder Buildup	LF	177623	0.50	88,800
Compact Shoulder Buildup	Hr	150	60.00	9,000
Construct Rumble Strips	LF	179898	0.20	36,000
Construct Centerline Rumble Strips	LF	89949	0.20	18,000
Thrie-Beam Guardrail Transition	Ea	4	3,500.00	14,000
Barbed Wire Fence	LF	460	35.00	16,100
Signs	L.Sum	1	20,000.00	20,000
Seeding	Acres	8.5	2,500.00	21,300

**SAFETY & MISCELLANEOUS SUBTOTAL****505,100**

Construction Survey (2%)	L.Sum	1	10,100	10,100
Erosion Control (1%)	L.Sum	1	5,100	5,100
Water Supply/Dust Palliative (2%)	L.Sum	1	10,100	10,100
Maintenance/Protection of Traffic (7%)	L.Sum	1	35,400	35,400
Mobilization (7%)	L.Sum	1	35,400	35,400
<b>WATER / MOBILIZATION TOTAL</b>				<b>96,100</b>
<b>CONSTRUCTION ENGINEERING &amp; CONTINGENCIES(30%)</b>				<b>151,500</b>

**SAFETY & MISCELLANEOUS TOTAL****752,700****PAVEMENT TOTAL****3,835,500****PROJECT TOTAL****4,588,200**

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**PROCEDURE BULLETIN****PAGE 1 OF 1****HEADING: GENERAL****SUBJECT: SECTION G – DISTRICT MINOR PROJECTS  
NEW REQUIRED ACTION BY PRIORITY PLANNING ACTION COMMITTEE (PPAC) / PROJECT  
REVIEW BOARD**

The standard text in Section G has changed only for District Minor Projects as follows:

Upon approval of the Final Project Assessment, Transportation and Planning Group will submit this project for funding and programming in coordination with \_\_\_\_\_ District.

Transportation and Planning Group is now tracking the availability of District Minor Funds and will submit the Requested Project Change to the Project Review Board.

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**PROCEDURE BULLETIN**

**HEADING:**      **GENERAL**

**SUBJECT:**      SECTION G – DISTRICT MINOR PROJECTS  
NEW REQUIRED ACTION BY PRIORITY PLANNING ADVISORY COMMITTEE (PPAC) / PROJECT  
REVIEW BOARD

The standard text in Section G has changed only for District Minor Projects as follows:

Upon approval of this Final Project Assessment, the Project Manager in coordination with \_\_\_\_\_ District and Transportation Planning Division will submit this project for programming and funding.

The reason for this change is that Transportation Planning Division is now tracking the availability of District Minor Funds. The Project Manager will coordinate with Transportation Planning Division, obtain approval by the District and submit the PRB Request Form to the Project Review Board.

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 02-001

02/01/02

PAGE 1 OF 1

**HEADING: GENERAL**

**SUBJECT: OPERATING PARTNERSHIP AGREEMENT SUFFIX CHANGE**

Changes in FHWA's Fiscal Management Information System (FMIS), have made it now necessary to change the Suffix Codes we (ADOT and FHWA) have been using to denote and delineate the three levels of FHWA oversight of Federal-aid projects.

The three different categories under the Operating Partnership Agreement that were previously used are listed as follows:

- Category A - Full FHWA Administration
- Category B - Partial FHWA Administration
- Category P - Full ADOT Administration

Effective immediately the following new Suffix Codes should be used to delineate and denote the level of FHWA Oversight for Federal-aid projects:

- Category A - Limited FHWA Administration (formally P)
- Category B - Partial FHWA Administration
- Category N – Full FHWA Administration (formally A)
- Category X – Full FHWA Administration for projects not located on the National Highway System

Remember, the Operating Partnership Agreement and these changes only apply to Federal-aid projects.

**PROJECT ASSESSMENT**  
**PROCEDURE BULLETIN**

BULLETIN 02-002

02/22/02

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**HEADING:** PROJECT ASSESSMENT - TEXT

**SUBJECT:** SWPPP & NPDES

**This Bulletin applies only to projects going to construction on or after March 10, 2003.** See Project Assessment Procedure Bulletin # 96-014 for projects going to construction prior to March 10, 2003. When referring to the National Pollutant Discharge Elimination System (NPDES) Permit and/or the Storm Water Pollution Prevention Plan (SWPPP) the following language should be included in the Project Assessment (Section D - DEVELOPMENT CONSIDERATIONS) as appropriate:

**STATE FUNDED PROJECTS:**

**LESS THAN ONE ACRE OF LAND IS DISTURBED:**

Because less than one acre of land will be disturbed, a NPDES (National Pollutant Discharge Elimination System) Permit will not be required; however, this project will be reviewed, during design, by the Roadside Development Section to determine if a Storm Water Pollution Prevention Plan (SWPPP) is required.

**GREATER THAN OR EQUAL TO ONE ACRE OF LAND IS DISTURBED:**

Because more than one acre of land will be disturbed, a NPDES (National Pollutant Discharge Elimination System) Permit will be required and a Storm Water Pollution Prevention Plan (SWPPP) will be required.

**FEDERALLY FUNDED PROJECTS:**

**LESS THAN ONE ACRE OF LAND IS DISTURBED:**

Because less than one acre of land will be disturbed, a NPDES (National Pollutant Discharge Elimination System) Permit will not be required; however, in accordance with Federal Regulation 23 CFR Part 650, Subpart B, construction projects that are federally funded shall provide design features to reduce erosion and minimize sedimentation during and after construction when applicable. This project will be reviewed during design by the Roadside Development Section to determine if a Storm Water Erosion/ Sedimentation Plan will be required as part of the project plans.

**GREATER THAN OR EQUAL TO ONE ACRE OF LAND IS DISTURBED:**

Because more than one acre of land will be disturbed, a NPDES (National Pollutant Discharge Elimination System) Permit will be required and a Storm Water Pollution Prevention Plan (SWPPP) will be required.



# **PROJECT ASSESSMENT**

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## **PROCEDURE BULLETIN**

BULLETIN 02-002

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**HEADING: PROJECT ASSESSMENT - TEXT**

**SUBJECT: SWPPP & NPDES**

When referring to the National Pollutant Discharge Elimination System (NPDES) Permit and/or the Storm Water Pollution Prevention Plan (SWPPP) the following language should be included in the Project Assessment (Section D - DEVELOPMENT CONSIDERATIONS) as appropriate:

### **STATE FUNDED PROJECTS:**

#### **LESS THAN ONE ACRE OF LAND IS DISTURBED:**

Because less than one acre of land will be disturbed, [a NPDES (National Pollutant Discharge Elimination System) General Permit]<sup>1</sup> or [an AZPDES (Arizona Pollutant Discharge Elimination System) General Permit]<sup>2</sup> will not be required; however, this project will be reviewed, during design, by the Roadside Development Section to determine if a Storm Water Pollution Prevention Plan (SWPPP) is required.

#### **GREATER THAN OR EQUAL TO ONE ACRE OF LAND IS DISTURBED:**

Because more than one acre of land will be disturbed, [a NPDES (National Pollutant Discharge Elimination System) General Permit]<sup>1</sup> or [an AZPDES (Arizona Pollutant Discharge Elimination System) General Permit]<sup>2</sup> will be required and a Storm Water Pollution Prevention Plan (SWPPP) will be required.

### **FEDERALLY FUNDED PROJECTS:**

#### **LESS THAN ONE ACRE OF LAND IS DISTURBED:**

Because less than one acre of land will be disturbed, [a NPDES (National Pollutant Discharge Elimination System) General Permit]<sup>1</sup> or [an AZPDES (Arizona Pollutant Discharge Elimination System) General Permit]<sup>2</sup> will not be required; however, in accordance with Federal Regulation 23 CFR Part 650, Subpart B, construction projects that are federally funded shall provide design features to reduce erosion and minimize sedimentation during and after construction when applicable. This project will be reviewed during design by the Roadside Development Section to determine if a Storm Water Erosion/Sedimentation Plan will be required as part of the project plans.

#### **GREATER THAN OR EQUAL TO ONE ACRE OF LAND IS DISTURBED:**

Because more than one acre of land will be disturbed, [a NPDES (National Pollutant Discharge Elimination System) General Permit]<sup>1</sup> or [an AZPDES (Arizona Pollutant Discharge Elimination System) General Permit]<sup>2</sup> will be required and a Storm Water Pollution Prevention Plan (SWPPP) will be required.

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<sup>1</sup> Project is located on Tribal lands

<sup>2</sup> Project is located on land other than Tribal lands

# PROJECT ASSESSMENT PROCEDURE BULLETIN

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**CONSENSUS MEETING**

# **PROJECT ASSESSMENT**

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# PROJECT ASSESSMENT

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97-002	04/24/97	GENERAL	ENGLISH SCOPING DOCUMENTS
97-003	12/16/97	SUMMARY OF COMMENTS	STANDARD FORMAT
98-001	09/18/98	GENERAL	OPERATING PARTNERSHIP AGREEMENT
99-001	REVISED 02/22/02	INVOLVEMENT SHEET	TRAFFIC GROUP REORGANIZATION
99-002	04/15/99	INVOLVEMENT SHEET	PRECONSTRUCTION ENGINEERING "PC" MODEL
99-003	REVISED 08/02/99	GENERAL	TRAFFIC ENGINEERING HES SECTION
99-004	08/16/99	PROJECT ASSESSMENT - TEXT	PAVEMENT PRESERVATION PROJECTS IN THE THIRD YEAR OF THE ADOT FIVE-YEAR HIGHWAY CONSTRUCTION PROGRAM

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00-001	03/30/00	PROJECT ASSESSMENT - TEXT	SHOULDER BUILD-UP
00-002	03/30/00	PROJECT ASSESSMENT - TEXT	FY 02 & FY03 PAVEMENT PRESERVATION PROJECTS/2001 TENTATIVE ADOT FIVE YEAR HIGHWAY CONSTRUCTION PROGRAM
00-003	07/05/00	PROJECT ASSESSMENT - TEXT	PROJECT SCHEDULE
00-004	11/30/00	GENERAL	MATERIALS/PAVEMENT SMOOTHNESS AWARD
00-005	REVISED 07/08/04	GENERAL	SECTION G – DISTRICT MINOR PROJECTS
02-001	02/01/02	GENERAL	OPERATING PARTNERSHIP AGREEMENT SUFFIX CHANGE
02-002	REVISED 07/08/04	PROJECT ASSESSMENT - TEXT	SWPPP & NPDES(CONSTRUCTION = 3/10/03)

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AASHTO	DISTRIBUTION OF INITIAL AND FINAL AASHTO REPORT	96-025	10/02/96
	DESIGN EXCEPTION APPROVAL AND DISTRIBUTION	96-002	REVISED 02/25/01
PROJECT SCOPING LETTER			
PROJECT ASSESSMENT/FEASIBILITY REPORT			
MISCELLANEOUS			
OFFICE PROCEDURES	VEHICLE STORAGE GATE LOCK	96-007	02/07/96
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96-002	REVISED	02/25/01	AASHTO	DESIGN EXCEPTION APPROVAL AND DISTRIBUTION
96-003	REVISED	02/15/02	PROJECT ASSESSMENT - TEXT	MAJOR AND MINOR STRUCTURES
96-004		02/06/96	PROJECT ASSESSMENT - ESTIMATE	EROSION CONTROL
96-005		02/06/96	PROJECT ASSESSMENT - ESTIMATE	SAFETY AND MISCELLANEOUS ITEMS
96-006	REVISED	02/22/02	PROJECT ASSESSMENT - GENERAL	LOOP DETECTORS
96-007		02/07/96	OFFICE PROCEDURES	VEHICLE STORAGE GATE LOCK
96-008	REVISED	02/12/96	FIELD REVIEW	ROADSIDE DEVELOPMENT
96-009		02/07/96	PROJECT ASSESSMENT - TEXT	ENVIRONMENTAL PLANNING
96-010	REVISED	02/12/96	GENERAL	PAVEMENT PRESERVATION FUNDS
96-011		02/29/96	SUMMARY OF COMMENTS	CONSTRUCTION ENGINEERING AND CONTINGENCIES
96-012		03/12/96	PROJECT ASSESSMENT - TEXT	CURRENT AND PROJECTED TRAFFIC
96-013	REVISED	06/10/96	GENERAL	AGENCIES WITH LAND ADJACENT TO ADOT PROJECTS
96-014	REVISED	02/22/02	PROJECT ASSESSMENT - TEXT	SWPPP & NPDES(CONSTRUCTION < 3/10/03)
96-015	REVISED	02/22/02	PROJECT ASSESSMENT - INVOLVEMENT SHEET	SWPPP
96-016	REVISED	02/22/02	GENERAL	PROJECT MANAGEMENT IDENTIFICATION
96-017	REVISED	02/22/02	GENERAL	ROADWAY DESIGN SECTION REVIEWERS
96-018		06/10/96	PROJECT ASSESSMENT - TEXT	ACCIDENT COUNTS AND EVALUATIONS
96-019		06/10/96	PROJECT ASSESSMENT - INVOLVEMENT SHEET	AGENCIES WITH LAND ADJACENT TO ADOT PROJECTS
96-020	REVISED	03/30/00	GENERAL	PROJECT REVIEW BOARD
96-021		07/30/96	PROJECT ASSESSMENT - TEXT	FIVE-YEAR PROGRAM
96-022	DELETED	04/24/97	GENERAL	METRIC SCOPING DOCUMENTS
96-023		08/12/96	FIELD REVIEW	CUT DITCHES
96-024	REVISED	02/22/02	GENERAL	DISTRICT MINOR PROJECTS
96-025		10/02/96	AASHTO	DISTRIBUTION OF INITIAL AND FINAL AASHTO REPORT
96-026		10/21/96	FEILD REVIEW	CHECKLISTS
97-001		04/01/97	GENERAL	DESIGN SPEED
97-002		04/24/97	GENERAL	ENGLISH SCOPING DOCUMENTS
97-003		12/16/97	SUMMARY OF COMMENTS	STANDARD FORMAT
98-001		09/18/98	GENERAL	OPERATING PARTNERSHIP AGREEMENT
99-001	REVISED	02/22/02	INVOLVEMENT SHEET	TRAFFIC GROUP REORGANIZATION
99-002		04/15/99	INVOLVEMENT SHEET	PRECONSTRUCTION ENGINEERING "PC" MODEL
99-003	REVISED	08/02/99	GENERAL	TRAFFIC ENGINEERING HES SECTION
99-004		08/16/99	PROJECT ASSESSMENT - TEXT	PAVEMENT PRESERVATION PROJECTS IN THE THIRD YEAR OF THE ADOT FIVE-YEAR HIGHWAY CONSTRUCTION PROGRAM

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02-002	02/22/02	PROJECT ASSESSMENT - TEXT	SWPPP & NPDES(CONSTRUCTION ≥ 3/10/03)